

Job Description

School: Westlands Primary School

Job Title: Higher Level Teaching Assistant

Grade: SAT Band 6

Responsible to: Phase Leader

Purpose of the Job:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the supervision of a qualified teacher.

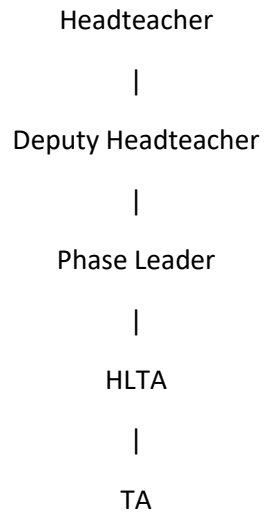
Main duties and responsibilities (Accountabilities):

1. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction of the phase leader.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Higher Level Teaching Assistants in this role may also undertake some or all of the following:

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
2. Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
3. Contribute to the development of policies and procedures.
4. Provide cover supervision of classes.
5. Supervise or manage the work and development of other classroom support staff.
6. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
7. Liaise with external agencies.
8. Be responsible for pupils who are not working to the normal timetable.
9. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Organisation



This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Higher Level Teaching Assistant

Grade: Band 6

Responsible to: Phase Leader

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English, Maths and Science GCSE at grade C or above (or equivalent) 	<ul style="list-style-type: none"> Evidence of other TA related qualifications and/or training courses
Experience	<ul style="list-style-type: none"> Successful relevant experience of working with children in a school environment. 	<ul style="list-style-type: none"> Experience in supporting those with specific learning difficulties
Skills and Abilities	<ul style="list-style-type: none"> Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. 	
Knowledge	<ul style="list-style-type: none"> Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety. Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. 	<ul style="list-style-type: none"> Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes. Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN
Personal qualities	<ul style="list-style-type: none"> Willingness to learn Team player Initiative Commitment to the role 	