



JOB DESCRIPTION

Godinton Primary School

POST TITLE: Supply Higher level Teaching Assistant (HLTA)

REPORTING TO: Class Teacher/ Headteacher

Job Summary

To work with teachers as part of a professional team, to support and lead learning activities for children. The primary focus will be to deliver predominantly pre-planned lessons to whole classes. There is no requirement to mark pupils' work.

HLTAs will be expected to progress children's learning and to assess, record and report on the development, progress and attainment as agreed with the teacher.

HLTAs will provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills when delivering lessons, assessing learning and managing children. HLTAs will encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

Teaching and Learning

1. Deliver predominantly pre-planned lessons to whole classes, adjusting activities according to pupil responses and needs.
2. Provide verbal and written feedback to the class teacher on lesson content, pupil responses to learning activities and pupil behaviour.
3. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
4. Support the teaching of National strategies to pupils. Be familiar with lesson plans, support plans and learning objectives.
5. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
6. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.

7. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
8. Organise and safely manage the appropriate learning environment and resources
9. Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
10. Encourage acceptance and integration of children with special needs, or from different cultures and/or with different first language

Monitoring and Assessment

11. Evaluate pupils' progress through a range of assessment activities.
12. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
13. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
14. Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

15. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training where required.
16. Offer mentoring support to newly appointed Teaching Assistants where required.

Behavioural and Pastoral

17. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
18. Understand and implement school safeguarding procedures and comply with legal responsibilities.
19. Assist in maintaining good discipline of pupils throughout the school, and escort and supervise pupils on planned visits and journeys as required.
20. Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.

21. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Additional Duties

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.
2. Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
3. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also participate in staff meetings and training days/events as requested.
4. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with the post.

Signed: _____

POSTHOLDER

Date:

Signed: _____

HEADTEACHER

Date: