



BARNSOLE PRIMARY SCHOOL

Job Description for:	Higher Level Teaching Assistant (HLTA)
Grade of Post:	C2
Reporting to:	Inclusion Leader or Deputy Headteacher, as appropriate

Purpose of the Job

In accordance with the Contract of Service, to complement the professional work of teachers to support the education and welfare of pupils, having due regard to the school's vision and values, National Curriculum, Early Years Foundation Stage, school policies and procedures.

Applicable Contract Terms and Duties

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School and following consultation.

The job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out below.

Main Tasks

- Sharing the school's commitment to safeguarding and promoting the health, safety and welfare of children and young people.
- Responsibility for the delivery of the National Curriculum and the Early Years Foundation Stage, under the guidance and direction of the class teacher, without the class teacher being present.
- Complementing the professional work of teachers by taking responsibility for delivering agreed learning activities under an agreed system.
- Preparing and delivering agreed learning activities for classes and, when required, for small groups or individuals, e.g. interventions.
- Delivering learning by selecting and preparing the resources necessary to lead learning activities, under the direction of the class teacher or Inclusion Leader.
- Monitoring and evaluating pupils' responses to learning activities by assessing, recording and reporting to the class teacher or Inclusion Leader on their achievement, progress and development, against pre-determined learning objectives.
- Providing feedback to pupils in relation to achievement and progress, under the guidance of the class teacher.
- Assisting teachers in the preparation and management of resources and displays, helping to keep classrooms well-organised, stimulating and tidy.
- Promoting the inclusion and acceptance of pupils with special educational needs and disabilities (SEND) within the classroom ensuring access to lessons and their content through appropriate differentiation: clarification, explanation and resources.

- Assisting with the development and implementation of individualised programs according to pupils' social, emotional, physical and intellectual needs, under the guidance of the class teacher or Inclusion Leader, e.g. Education and Health Care Plans (EHCP), Behaviour Plans.
- Respecting confidentiality at all times.
- Providing cover for class teachers, as agreed with the Deputy Headteacher, to deliver learning activities to pupils, as agreed with the class teacher, adjusting activities according to pupil response and need, including: first day absence, courses and NQT, PPA and Leadership time.
- Working within the school's Behaviour Policy to promote positive behaviour for learning, promoting self-control and independence, establishing positive professional relationships with pupils.
- Participating in training and other learning activities and performance development, as required, taking responsibility for self-development.
- Participating in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities, in discussion with appraiser.
- Assisting with the preparation, maintenance and control of stocks of materials and resources.
- Attending to pupils' personal needs including help with social, welfare and medical matters, including minor first aid, according to agreed procedures and practice.
- Assisting with escorting and supporting pupils on educational visits or other off-site activities.
- Supervising pupils in the classrooms, during inclement weather, at playtimes, when the postholder should facilitate games and activities.
- Liaising with class teachers, the Inclusion Leader and Deputy Headteacher, as required.
- Contributing to the general tidiness of the school, recognising health and safety responsibilities.
- Complying with individual responsibilities, in accordance with the role, for health and safety and safeguarding in the workplace.

Signed: _____

Date: _____