



ST. JAMES' CHURCH OF ENGLAND PRIMARY ACADEMY

JOB DESCRIPTION

JOB TITLE: Higher Level Teaching Assistant

GRADE: C2

ACCOUNTABLE TO: Headteacher

PURPOSE OF JOB

- Support the class teacher and/or SENCo in the teaching and welfare of children to enhance their learning needs.
- To teach whole classes during PPA time and occasional cover during absence of teachers.

PRINCIPAL ACCOUNTABILITIES

- Teach a class of pupils ensuring pupil progress and attainment.
- Provide feedback to pupils and report to teachers in order to support progress and attainment.
- Support the class teacher with 1:1 pupils or groups to ensure significant impact on pupil achievement.
- Assist the teacher with observation and monitoring of the progress of our pupils, maintaining accurate records where necessary.
- Act as a role model to others.
- Follow the Behaviour Policy at all times.
- Be aware of vulnerable groups, specifically Pupil Premium pupils to ensure equal learning opportunities.
- Know and follow all the schools polices, especially around safeguarding.
- Participate in training and other learning activities.
- Support the class teacher in maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.
- Attend staff meetings to ensure own continuing professional development.
- Work independently and as part of a team effectively.
- Be flexible with effective time management skills.
- Support the calm, nurturing classroom environment.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfils its development plans.
- Participate and supervise pupils in off-site activities as directed by the teacher, SENCo or Headteacher (for example school visits or sporting events).
- Supervise during playtimes to ensure the continued safety of the children.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Such other duties as the Headteacher may from time to time direct.