**Higham Primary School**

**Higher Level Teaching Assistant Person Specification**

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| **Teaching Assistant – Person Specification** | **Essential** | **Desirable** |
| **Skills** | **Ability to work and communicate with young children.**  **To be diplomatic and tactful.**  **Ability to communicate with teachers and parents.**  **Ability to read and deliver pre‐planned programmes of work teachers planning to varying numbers of pupils including large intervention groups.**  **Have the ability to plan small and large intervention groups.** | **Have an interest in the PE curriculum and sports activities for pupils.**  **Have previous experience of working in Upper KS2.**  **Have a good understanding of English and maths strategies at upper KS2.** |
| **Knowledge** | **Understanding of Safeguarding in School; Health and Safety; Prevent; Data Protection; Race Relations; Confidentiality issues.**  **Understand ways to adapt planning to suit pupils needs in order for them to make progress.** | **Child development.**  **First Aid.**  **Safe working practices.** |
| **Experience** | **Experience of working with children in a primary school.**  **Working with groups of children in an organised situation.**  **Experience of teamwork and close working relationship with all staff in particular Upper KS2 teaching staff.**  **Previous experience of teaching whole class** | **Experience of working with children with Special Educational Needs.**  **Supporting children in the everyday use of ICT in school.**  **Experience of planning and teaching whole class.** |
| **Qualifications** | **GCSE Grade C or above in Maths and English.**  **NVQ Level 2.**  **HLTA Qualification acquired** | **NVQ Level 3 preferable** |
| **Equal Opportunities** | **An awareness of the Council’s Equal Opportunities Policy.** |  |
| **Other requirements** | **Patience, kindness and a genuine interest in children.**  **Adaptability, flexibility and ability to work as a team with members of staff.**  **Willingness to accept direction, take part in training (for example, ICT, Child Protection)**  **Able to take the initiative and make decisions.**  **Be resourceful in choice of teaching strategies and resources.**  **Have an understanding of EHCP targets and outcomes.**  **Be able to review pupil provision targets.**  **Be prepared to take additional sports or other clubs as part of the extended school day where required.** | **Confidence in dealing with children.**  **Demonstrates an understanding of and a commitment to school improvement at all levels.**  **Understanding of difficulties of a child with ASD.** |

**Higham Primary School**

**Job Description**

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| **JOB TITLE** | Higher Level Teaching Assistant |
| **GRADE** | KR6 |
| **RESPONSIBLE TO** | Headteacher / Upper KS2 Class Teacher / SENCO |
| **MAIN PURPOSE OF THE JOB** | To deliver and teach intervention groups in upper KS2  To teach whole class when required.  To work alongside the class teacher to support pupils in reaching their full potential.  To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils’ needs.  To maintain complete confidentiality on all school matters.  To work as part of an effective school team, supporting and collaborating with others across the school. |

**Main Tasks**

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
2. Teach whole class when required, particularly once a week to cover PPA and teacher subject release.
3. Create own planning and adapt teachers planning in order to deliver specific intervention groups for pupils in Upper KS2.
4. Plan and resource and teach intervention groups to support individual and groups of pupils in order for them to make progress.
5. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
6. Encourage pupils to interact with each other in an appropriate and acceptable manner showing mutual respect and consideration towards others.
7. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
8. To supervise and support the activities of individual and groups of children under the direction of the teacher
9. To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with any instances of unruly behaviour in line with the school’s policy and, where necessary, report difficulties to a member of the teaching staff
10. Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing materials and resources and helping maintain a well-ordered, clean & tidy environment.
11. Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities.
12. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required
13. Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role
14. To assist in the recording of lessons and assessment as required by the teacher
15. To take part in training activities offered by the school to further knowledge
16. To take part in activities such as outings, as may be required
17. To abide by and work towards all the policies within the school e.g. Health and Safety, Child Protection etc
18. To take part in parents consultation evening x 2 per year and termly pupil progress meetings.
19. Plan and deliver additional sports or other clubs as part of the schools extended day.
20. To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy,

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.