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| **Title:** | **Higher Level Teaching Assistant** | | **Grade:** | **BR7** | |
| **Post No:** | **Level 3** | | **Reports to:** | Headteacher | |
| **MAIN PURPOSE** | | | | | |
| Working under guidance of teaching staff:   * Implement work programmes to individuals/groups this could include those requiring detailed and specialist knowledge in particular areas * Assist in whole planning cycle and management/preparation of resources * Provide cover for whole classes under an agreed system of supervision | | | | | |
| **SUMMARY OF RESPONSIBILITIES AND DUTIES** | | | | | |
| SUPPORT FOR PUPILS   * Use specialist (curricular/learning) skills/training/experience to support pupils. * Assist with the development and implementation of IEPs. * Establish productive working relationships with pupils, acting as a role model and setting high expectations. * Promote the inclusion and acceptance of all pupils within the classroom. * Support pupils consistently whilst recognising and responding to their individual needs. * Encourage pupils to interact and work cooperatively with others and engage all pupils in activities. * Promote independence and employ strategies to recognise and reward achievement of self-reliance. * Provide feedback to pupils in relation to progress and achievement.   SUPPORT FOR TEACHER   * Work with the teacher to establish an appropriate learning environment. * Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate. * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. * Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. | | | | | |
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| * Undertake marking of pupils’ work and accurately record achievement/progress. * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed. * Administer and assess routine tests and invigilate exams/tests. * Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.   SUPPORT FOR THE CURRICULUM   * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs. * Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills. * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use. * Help pupils to access learning activities through specialist support. * Determine the need for, prepare and maintain general and specialist equipment resources.   SUPPORT FOR THE SCHOOL   * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person. * Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate. * Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop. * Contribute to the overall ethos/work/aims of the school. * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. * Attend and participate in regular meetings. * Participate in training and other learning activities as required. * Recognise own strengths and areas of expertise and use these to advise and support others. * Assist in the supervision, training and development of staff. * Undertake planned supervision of pupils out of school hours. * Supervise pupils on visits, trips and out of school activities as required. | | | | | |
| **CONTACTS AND RELATIONSHIPS** (customer focus, both internal and external) | | | | | |
| Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements. | | | | | |
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| **MANAGEMENT AND LEADERSHIP** (finance, resources, performance management, staff supervision and service delivery) | | | | | |
| Fully and positively participate in the Council’s performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance. | | | | | |
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| **EQUALITIES** | | | | | |
| Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. | | | | | |
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|  | | **Date** | | | **Name** |
| 1. Date drawn up | |  | | |  |
| 2. Given to Post holder | |  | | |  |
| 3. Confirmed by Line Manager | |  | | |  |
| 4. Evaluated | |  | | |  |

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| **Title:** | **Teaching Asst – Pedagogic** | | **Grade:** | **BR7** |
| **Post No:** | **Level 3** | | **Reports to:** |  |
| **SKILLS AND ABILITIES** | | | | |
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| **KNOWLEDGE** | | | | |
| * Can use ICT effectively to support learning. * Use of other equipment technology – video, photocopier. * Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation. * Working knowledge of Primary National Curriculum and other relevant learning programmes. * Understanding of principles of child development and learning processes. * Ability to self-evaluate learning needs and actively seek learning opportunities. * Ability to relate well to children and adults. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | | | | |
| **EXPERIENCE** | | | | |
| Experience of working in a primary school across the primary age range:   * with individuals, groups and whole classes of children * delivering planned schemes of work * liaising with and feeding back to class teachers * marking work in line with school policy * adapting learning to meet the needs of pupils * Experience of White Rose maths * Experience of teaching and supporting the teaching of phonics | | | | |
| **QUALIFICATIONS** | | | | |
| * Very good numeracy/literacy skills (GCSE C or above) * HLTA or equivalent qualification. * Safeguarding training * Training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English etc. * First aid training/training in specific medical procedures as appropriate. | | | | |
| **SPECIAL CONDITIONS** | | | | |
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