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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
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| **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.
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| **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.
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| **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
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| **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.
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| **SPECIAL CONDITIONS** |
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