



Job Description Higher Level Teaching Assistant (HLTA) – KR6

Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Higher Level Teaching Assistant (KR6) at Holy Trinity & St John's CEP School have been set out in this job description.</i>		
Responsibility Areas	Higher Level Teaching Assistant (KR6)	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as a Higher Level Teaching Assistant
	C	Undertaking responsibilities as a Teaching Assistant
Accountable to	Deputy Headteacher (Curriculum and Assessment) Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		Headteacher

A - General duties relevant to all members of staff

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).



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B: Undertaking responsibilities as a higher level teaching assistant

To work under the direction and guidance of the Headteacher and Deputy Headteacher (Curriculum and Assessment) to assist in the educational and social development of individual pupil, ensuring pupil welfare and progression. To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. To make full use of Performance Appraisal opportunities.

Duties and Responsibilities:

Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.

Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes within our woodland school learning environment (once open)

Assess, record and report on development, progress and attainment.

Liaise with staff and other relevant professionals and provide information about pupils as appropriate.

Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.

Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Teaching Assistants at this level are expected to undertake at least one of the following:

- a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
- b. Provide specialist support to pupils where English is not their first language.
- c. Provide specialist support to gifted and talented pupils.
- d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Assist in the national and school based assessments and their arrangements e.g. SATs, reading and maths tests, BRP and end of term assessments.

To inform the teacher/SLT of anything they should know as a result of the teaching time.

To provide support for the individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.

Work with the individual/group programmes devised by other professionals, e.g. speech therapist, occupational therapist etc.

Implement behaviour management programmes and Pastoral Support Plans (PSPs) for pupils to measure and ensure pupil's wellbeing, health, safety and learning needs are met.

Contribute to the development of policies and procedures.

Supervise or manage the work and development of other classroom support staff.



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Support for colleagues:

Provide a service to teaching and other staff, address the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

Participate and supervise pupils in the off-site activities as directed by the Headteacher, Deputy Headteacher or class teacher e.g. educational trips.

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

Modelling good practice and mentoring new and existing support staff.

Liaise with the parents and other agencies as necessary.

To observe strict confidentiality on all matters concerning pupils and school matters.

To keep up communication systems by checking and using school e-mail system.

Supporting your own Professional Development:

Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.

To review and reflect on your own progress and development.

To be an active participator in the appraisal process



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C. Undertaking responsibilities as a Teaching Assistant:

B: Undertaking responsibilities as a teaching assistant

To work under the direction and guidance of the Headteacher, Assistant Headteacher (Curriculum and Assessment) and Class Teacher to assist in the educational and social development of individual pupils, ensuring pupil welfare and progression. To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. To be prepared to support PPA and/or class cover if requested and if confident to do so. To make full use of Performance Appraisal opportunities

Duties and Responsibilities:

Support for record keeping and resources:

Participate in the implementation of Provision Maps for pupils as designed by the teacher and SENCO. Duties will include monitoring the progress of pupils both educationally and socially.

Maintain accurate records and ensure that all documentation of interventions is recorded and filed appropriately (especially matters of confidentiality and Safeguarding).

Make resources/gather materials for teachers and/or pupils (as directed by the class teacher) and assist in the clearing away of the materials to ensure effective safety and efficient teaching.

Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc).

Be aware of and comply with policies and procedures relation to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Support during learning activities:

Support to be given following the direction of the class teacher. To deliver the content of the lesson planned (by the class teacher) for small groups or class cover. Also to give effective feedback on the pupil's progress in that session.

Liaise with the class teacher in order to understand the objective of each lesson and demonstrate curriculum and subject knowledge.

Understand the assessment and success criteria to be used for each session and feedback required by the class teacher.

Assist in the national and school based assessments and their arrangements e.g. SATs, reading and maths tests, BRP and end of term assessments.

To inform the teacher/SLT of anything they should know as a result of the PPA/teaching time.

To provide support for the individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.

Work with the individual/group programmes devised by other professionals, e.g. speech therapist, occupational therapist etc.

Implement behaviour management programmes and Pastoral Support Plans (PSPs) for pupils to measure and ensure pupil's wellbeing, health, safety and learning needs are met.



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Care and support of the pupils:

To assist in the support and inclusion of all pupils with particular reference to those with Special Educational Needs and Disabilities (SEND).

Support pupils with emotional and/or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

To have responsibility for all pupils during break times.

Supervise in PE sessions and at play and lunchtimes (as directed) to ensure the continued safety of the pupils.

To assist in the hygiene, medical and the physical need of individual pupils, and when necessary, assist the early years pupils to dress and undress for PE.

To be aware of and observe Health and Safety practices and policies at all times.

Support for colleagues:

Assist the teacher with observation and monitoring of the progress of the pupils.

Participate and supervise pupils in the off-site activities as directed by the Headteacher, Inclusion Leader or class teacher e.g. educational trips, walks, swimming.

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

Liaise with the parents and other agencies as necessary.

To observe strict confidentiality on all matters concerning pupils and school matters.

To keep up communication systems by checking school diary and staffroom board/notices.

Supporting your own Professional Development:

Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.

To review and reflect on your own progress and development.

To be an active participator in the appraisal process

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.