



## Longford CofE Primary School



**Kindness Respect Empathy Cooperation Resilience**

### **Job Description: Higher Level Teaching Assistant**

Higher Level Teaching and Learning Assistant with knowledge of the primary curriculum and strategies to support the learning of all pupils, including those with SEND. Working under guidance and overall supervision of class teachers to deliver learning.

**Reporting to:** Headteacher or another member of SLT, as appropriate

**DBS Disclosure Level:** Enhanced

Longford CofE Primary School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS checks, reference requests and employment history checks will be carried out before any employment may commence.

#### **Main Duties & Responsibilities:**

- Implement planned learning activities and teaching programmes as agreed with the class teacher, adjusting activities according to children and young people's responses as appropriate.
- Delivering and planning learning inputs and activities for individual or small groups of children, under guidance from the class teacher, who remains in overall charge of the class.
- Providing help and support in the classroom for children, under direction of the class teacher.
- Develop and use subject knowledge and skills, under direction of the class teacher.
- Assist in maintaining and setting out learning materials and other equipment for use appropriate to the planned activities and developing and presenting displays.
- Plan activities alongside the class teacher and discuss expected learning outcomes and agree upon success criteria.
- Provide feedback for the class teacher on outcomes of learning activity.
- Employ strategies for behaviour management and provide feedback to the class teacher on pupil behaviour.
- Provide short-term teaching cover across school, when needed e.g. if a teacher is attending training
- Develop positive relationships with children, fellow staff and parents.
- Forward safeguarding concerns about pupils to relevant people in the school.
- Consistently model the school's values of Respect, Empathy, Kindness, Cooperation and Respect.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

#### **Methods of Working:**

- The postholder must carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.
- To understand and comply with the School's/Derbyshire County Council's Child Protection Policy/Guidelines.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- To understand and comply with the School's Health & Safety Policy in the performance of their duties and responsibilities.
- To understand and comply with all other relevant school policies.
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**This job description may be amended at any time, following discussion with the Headteacher, and will be reviewed annually.**