

## **HIGHER LEVEL TEACHING ASSISTANT**

### **Grade 8**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

#### **SUPPORT FOR PUPILS**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- 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 co-operatively 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 TEACHERS**

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence
- Production of lesson plans, worksheet, plans etc.

#### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use as appropriate
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid / resources /

equipment

## **SUPPORT FOR THE SCHOOL**

- Comply with and contribute with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference 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
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

## **SELECTION CRITERIA**

### **Experience**

- Experience working with children of relevant age in a learning environment

### **Qualifications/Training**

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
- Excellent numeracy/literacy skills – equivalent to NVQ Level 4 in English and Maths
- Training in relevant learning strategies e.g literacy
- Specialist skills/training in curriculum or learning area e.g bi-lingual, sign language, ICT, other relevant skills

### **Knowledge/Skills**

- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching
- Ability to organise, lead and motivate a team
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- 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