



# St Teresa's Primary School

## Job Profile

## Higher Level Teaching Assistant

### Job Context:

St Teresa's is a Roman Catholic Voluntary Aided Primary school. It is under the trusteeship of the Roman Catholic Archdiocese of Southwark and is maintained by the London Borough of Merton. It is a two-form entry school with a nursery.

### Job Purpose:

To assist teachers in giving additional support to all pupils with special educational needs within a mainstream school.

### Accountable to:

Responsible to the Headteacher/ Deputy Headteacher/ Assistant Headteacher/class teachers/ for the personal development and progress and management, safety and welfare of individual pupils or groups within or outside school premises when working under the direction of the classroom teacher.

## Job Description

### Main Duties

### Teaching and Learning

1. To cover classes where a teacher is absent, as appropriate
2. To develop a knowledge of a range of learning support needs and an understanding of the specific needs of pupils to be supported.
3. Taking into account the learning support involved, to aid pupils to learn as effectively as possible both in group situations and their own by:
  - Clarifying and explaining instructions.
  - Ensuring the pupil is able to use equipment and materials provided.
  - Motivating and encouraging pupils as required.
  - Assisting in weaker areas e.g. language, behaviour, reading, spelling, handwriting/presentation.
  - Helping pupils to concentrate on and finish work set.
  - Meeting physical needs as required whilst encouraging independence.
  - Developing appropriate resources to support the pupils.
  - Delivering where appropriate specific intervention programmes
  - Checking homework
4. To assist in the development of SSPs (Student Support Plans) and review them.

5. To contribute to annual reviews of pupil's progress as appropriate.

### **Ethos**

1. To support, uphold and contribute to the development of the school's equality policies and practices in respect of both employment issues and the delivery of services to the community.
2. To develop methods of promoting/reinforcing pupil's self-esteem.
3. To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
4. To encourage acceptance and inclusion of pupils with special needs.
5. To implement school procedures and policies
6. To establish a supportive relationship with the pupils concerned.
7. To support the Catholic ethos of the school

### **Administration**

1. To act as a Pastoral Support Tutor.
2. To contribute to the maintenance of pupil's progress records where appropriate.
3. In conjunction with the class teachers and/or other professionals to develop
  - a. a system of recording the pupil's progress where appropriate
4. To record pupil progress when delivering specific intervention programmes
5. To support Inclusion Manager in administration duties as appropriate.

### **Communication**

1. To liaise, advise and consult with other members of the team supporting the pupils when asked to do so.
2. Where appropriate, to develop a relationship to foster links between home and school.
3. To provide regular feedback about the pupils to the teacher.

### **Continuing Professional Development**

1. To attend relevant in-service training.

### **Any other duties**

To perform any other duties as reasonably requested by the Headteacher / Deputy Headteacher / Assistant Headteacher