



Higher Level Teaching Assistant

JOB DESCRIPTION

Responsible to: SENCo and Early Years leader
Responsible for: Support in EYFS
Reviewed by: SENCo and Early Years leader
Salary: D grade

Job Purpose

Ensuring that all Early Years pupils attain their potential through the effective delivery of effective, high-quality teaching.

The successful candidate will be expected to:

- Support the classteacher in delivering a suitable curriculum to all the children in the class,
- co-operate with other members of staff, planning work together based on the National Curriculum Programmes of Study. Carry out school policy in consultation with teaching staff;
- facilitate children's learning through teaching programmes based on their individual needs, adapting teaching as needed and, for some students, differentiating;
- Support to assess children's progress on a regular basis, and help keep written records of assessment;
- create a stimulating classroom environment and display children's work;
- establish a caring atmosphere in the classroom;
- demonstrate knowledge and experience of SEN issues, with the ability to

support practically in class;

- liaise closely with other staff;
- make effective use of the ICT facilities available within the school, adhering to the acceptable use policy;
- contribute to whole school initiatives.
- To work as a team to ensure safeguarding is a priority, understanding that safeguarding is everyone's responsibility.

Expectations

1. As appropriate, the postholder's duties must be carried out in compliance with the following:
 - Trust's Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly, as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

Signed:
Executive Headteacher

Signed:
Postholder

Date:

Date:
