

Job Description – Classroom Teacher

Title of Post	Higher Level Teaching Assistant
Post Status	32.5 HPW, Term Time plus 1PD Day
Salary/TLR/ Allowance	Grade 7 (£28,598 - £31,022 FTE)
Reporting to	Head of School / SEND Leader

Main Purpose

To work under the direction of Classroom Teachers and the SEND Leader to support high-quality teaching and learning at John Wilkinson Primary School, with a particular focus on targeted interventions. The role aims to support pupils to overcome barriers to learning, make progress and access the wider curriculum, while promoting inclusion, positive behaviour for learning and a nurturing school ethos.

Key Duties & Responsibilities

Support for Pupils and Interventions

- Plan, deliver and review targeted intervention programmes for individuals and small groups, aligned to pupils' needs and school priorities.
- Support pupils with SEND, additional needs or learning gaps to access learning and make progress, both in and out of the classroom.
- Monitor, assess and record pupil progress within interventions, providing clear feedback to teachers and the SENCo.
- Support the development of pupils' confidence, independence, engagement and positive behaviour for learning.
- Contribute to the implementation and review of support plans, provision maps and, where appropriate, EHCP-related targets.
- Develop strong working practices within the classroom environment.

Support for Teaching and Learning

- Work collaboratively with class teachers to plan and adapt learning activities and intervention work linked to classroom teaching.
- Lead learning activities and intervention sessions independently, under an agreed framework.
- Supervise individuals, groups or whole classes for short periods, in line with school procedures.
- Use a range of strategies to promote inclusion, engagement and progress for all pupils.

Behaviour, Inclusion and Pastoral Support

- Promote positive behaviour and emotional regulation in line with the school's behaviour policy.
- Support pupils' social, emotional and wellbeing needs, contributing to a calm, safe and supportive learning environment.
- Model positive relationships and consistently high expectations.

Communication and Collaboration

- Work closely with classroom teachers, the SENDCo and other support staff to plan, deliver and evaluate interventions.
- Communicate effectively and professionally with parents and carers, as appropriate, to share progress and support strategies.
- Liaise with external professionals and agencies under the direction of the schools senior leaders and SENDCo.

Whole-School Contribution

- Contribute positively to the wider life, ethos and values of John Wilkinson Primary School and The 3-18 Education Trust.
- Take part in training, staff meetings and professional development activities.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Demonstrate good subject and curriculum knowledge;
- Undertake duties and tasks under the reasonable direction of the Head teacher;

Health, Safety & Discipline

- Promote the safety, safeguarding and wellbeing of pupils at all times.
- Maintain good order and manage behaviour effectively.
- Comply with safeguarding, health and safety, confidentiality and data protection requirements.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications, experience and training	<ul style="list-style-type: none"> HLTA qualification, or equivalent experience with a commitment to work towards HLTA status. GCSE (or equivalent) Grade C/4 or above in English and Mathematics. Experience working with children in a primary school setting. 	<ul style="list-style-type: none"> Additional qualifications or training related to SEND, interventions, behaviour or inclusion. First Aid or relevant safeguarding-related training.
Knowledge and understanding	<ul style="list-style-type: none"> Good understanding of child development and learning processes. Knowledge of inclusive practice and strategies to support pupils with additional needs. Understanding of behaviour for learning and positive behaviour support approaches. 	<ul style="list-style-type: none"> Knowledge of EHCP processes and provision mapping. Familiarity with evidence-based intervention programmes.
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Ability to manage time effectively; Ability to plan, deliver and evaluate intervention sessions for individuals and small groups. Strong communication skills and ability to build positive relationships with pupils, staff and parents. Ability to work independently and collaboratively as part of a team. Strong ICT skills relevant to the role. Have excellent communication and interpersonal skills; Be approachable, flexible and committed to our school ethos and values and wider life of the school. 	<ul style="list-style-type: none"> Share talents and hobbies in extra-curricular activities and play an active part in the wider life of school. Experience supporting pupils with SEND, SEMH or significant learning gaps. Experience of supervising small groups or whole classes.
Personal Qualities	<ul style="list-style-type: none"> Enthusiastic, caring and committed to inclusion and pupil wellbeing. Calm, patient and resilient, with high expectations for pupils. Reflective and committed to professional development. Is able to work collaboratively as part of a team Is able to organise, meet deadlines and work under pressure A genuine belief and alignment with John Wilkinson's values and ethos. 	<ul style="list-style-type: none"> Has emotional intelligence and resilience Is a positive role model who inspires confidence and resilience in pupils.
Special Conditions	<ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none">