



## Job Description

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**POSITION:** Higher Level Teaching Assistant  
**GRADE:** 4

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### **JOB PURPOSE**

To act as a PPA cover teacher, a cover teacher for planned leadership release time, a teacher to cover ECT release time and a teacher to cover absences (where timetabling allows). Due to the nature of the role, the successful candidate will need to be confident in teaching all phases of the primary and EYFS curriculum.

On days where there are no staff absences (and there is no planned cover), to act as a classroom teaching assistant in classes as directed by school leaders.

There would be no expectation to plan lessons (unless in the eventuality of covering a class on consecutive days due to teacher absence). In this case, appropriate planning time will be provided. Marking and feedback according to the school policy is expected for all cover.

**More details can be given when visiting the school, which is highly recommended.**

### **DUTIES AND RESPONSIBILITIES**

#### **Teaching and Learning:**

- Deliver learning activities to whole classes that have been planned by the class teacher.
- Plan and prepare specific lessons or learning activities within a framework provided by the class teacher.
- Support pupils in accessing learning activities, adjusting tasks to meet needs, including those with SEND or EAL.
- Contribute to the assessment of pupils' work by providing feedback and observations to teachers.

#### **Classroom and Behaviour Management:**

- Maintain a purposeful and orderly classroom environment in the absence of the class teacher.
- Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with school policy.
- Encourage pupil engagement, motivation, and self-esteem through praise and support.

#### **Pastoral and Inclusion Support:**

- Foster good relationships with pupils, acting as a role model and promoting inclusion.
- Support the well-being and personal development of pupils, including those with social, emotional, or mental health needs.
- Work closely with the SENCO and other professionals to implement personalised strategies and interventions.

#### **Professional Development and Teamwork:**

- Work collaboratively with colleagues, attend 1 x weekly staff meetings and attend team meetings/ contribute to planning discussions if required.



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- Participate in training and other learning activities to develop own professional knowledge and skills.
- Supervise and provide guidance to Teaching Assistants, where appropriate.

### **General**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents' evenings within working hours
- Any other duties as commensurate within the grade and nature of the post to ensure the smooth running of the school
- Contribute to the wider life and ethos of the school, for example by supporting or leading an after-school club

### **Other Responsibilities:**

- Take personal responsibility for promoting and safeguarding the welfare of children he/she is responsible for or encounters.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems and procedures.
- Abide by and adhere to all school policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual children's, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the school.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- To perform other such duties as the Headteacher may determine.

### **Review and amendment**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher, or the post holder, but only after consultation.

Signed \_\_\_\_\_  
Post Holder

Signed \_\_\_\_\_  
Head Teacher

