



JOB DESCRIPTION

SCHOOL: Bluebell Primary School

ROLE: Higher Level Teaching Assistant

GRADE: Scale F12-17

1. PURPOSE AND SCOPE

To complement the professional work of teachers by taking responsibility for agreed learning activities. This may involve planning, preparing and delivering learning activities for individuals/groups, PPA cover, or short term for whole classes under an agreed system of supervision.

2. ORGANISATIONAL RELATIONSHIPS

- Responsible to the Headteacher or Deputy Headteacher but works to and with a qualified teacher on a day to day basis.
- Should have regard to the policies and procedures of Broad Horizons Education Trust and the school in carrying out their responsibilities.

3. PRINCIPAL ACCOUNTABILITIES or ACTIVITIES

Undertakes the job description of a Teaching Assistant but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative.

Deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time, or cover short term illness (no more than 5 days). Main additional responsibilities are set out below:

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- Participate in comprehensive assessment of pupils and assist the teacher with interventions.
- Supervise and provide particular support for pupils, including those with special needs,

ensuring their safety and access to learning activities.

- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance and as appropriate challenge, motivate and promote self-esteem.

Support for Teachers

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Take responsibility for organising and managing appropriate learning environments and responses in accordance with lesson plans and assist with the display of pupils' work.
- Responsible for recording progress and achievement in lessons/activities, and provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.

Support for the Curriculum

- Use ICT effectively for learning activities and developing pupils competence and independence in its use. Able to select and prepare the necessary resources to teach learning activities.
- Implement agreed learning activities and teaching programmes, adjusting as necessary according to pupils' needs and ensure that they understand the range of activities, courses, organisations and individuals to provide support for pupils in improving their education.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the relevant professional.
- Establish constructive relationships and communicate with other agencies / professionals in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others and assist in the supervision, training and development of staff.
- Supervise pupils on visits, trips and out of school activities.
- To undertake other activities within the grade and scope of the post as directed by the Head Teacher.

Person Specification:

	Essential	Desirable
Experience	Previous work as an HLTA in KS2	Experience of working within upper KS2.
Qualifications/Training	Excellent numeracy/literacy skills/GCSE (or equivalent NVQ2 level) Maths and English. HLTA qualification or qualified teacher status.	First Aid trained RWI trained
Knowledge/Skills	Knowledge of the primary National Curriculum. Knowledge of statutory assessment frameworks. Knowledge of how to safeguard children in school. Confidence to use ICT to effectively support learning. Experience of quickly building positive relationships with pupils.	Good understanding of child development and learning processes. Ability to identify areas for self-improvement and willingness to learn from others.