



# Robin Hood

## Primary and Nursery School

### Higher Level Teaching Assistant Job Description

*Staff at Robin Hood make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. We act with honesty and integrity; have strong subject knowledge; forge positive professional relationships; and work with parents and each other for the pupils in our care.*

#### **The post holder:**

- Is responsible to the SRP Lead via the line management structure, for their duties, responsibilities and tasks.
- Will work under the guidance of teaching or senior staff to implement the delivery of the National Curriculum and Statutory Welfare requirements through agreed work with individuals or groups. This may be both within the classrooms and out, both indoors and outdoors, as well as any responsibilities in the school as agreed with the SRP Lead and in line with agreed school policies.
- Will interact on a professional level with colleagues, families and external professionals and seek to establish and maintain productive relationships with the aim of improving the quality of teaching and learning in the school.

#### **Key tasks:**

- To record and report on pupils' development, progress and attainment
- To work with the class teachers in the planning and delivery of individual programmes that support improved learning and personal development for a group or individual children as directed by the teacher
- To contribute towards specific structuring of work in order to support individual children with a range of needs
- To prepare and adapt suitable resources
- To meet as required with class teachers and members of the leadership team to discuss pupil progress
- Where relevant to maintain records of work undertaken with allocated pupils
- To liaise with parents/carers and other professionals as appropriate
- To participate in team meetings towards the exchange of expertise and ideas relating to the current professional practice
- To attend In-service training sessions, including external courses and contribute and feedback as appropriate
- To undertake other duties as may be reasonably required, consistent with the purpose and grade of post, for example, cover the class for short periods, in the teacher's absence, take play time duty, attend meetings, supervise children and participate in school assemblies
- To take shared responsibility for the tidiness and organisation of whole school resources

- To be fully conversant with relevant statutory provisions, codes of professional practice and conduct and principles of equal opportunities
- To support the mentoring of new teaching assistants

**It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.**