



Kempston Rural Primary School

TITLE: Higher Level Teaching Assistant

RESPONSIBLE TO: Head Teacher / Classroom Teacher / Deputy Head Teacher

JOB PURPOSE: To work as part of a professional team to support the work of teachers in raising standards of pupil achievement.

MAIN RESPONSIBILITIES:

Support for Pupils

- To help train pupils in the study skills necessary for learning by communicating clearly and effectively with them and through questioning, instructing, explaining and feedback. This will include the effective use of ICT to support pupils' learning.
- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
- Contribute to enrichment opportunities, including clubs, trips, and themed learning days, in liaison with the Educational Visits Coordinator.

Support for Teachers

- Using plans developed by the class teacher, undertake a range of teaching activities with individuals, groups of pupils and the whole class, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
- To deliver high-quality learning to whole classes in the absence of the class teacher, following planned lessons and adapting where necessary.
- Provide timetabled teaching cover for classes across the school and be available for emergency cover when required, ensuring continuity of learning and maintaining high standards of behaviour and engagement.
- Support teaching and learning across the school, including whole class, small group work, interventions and 1:1 support.
- Implement adaptive teaching strategies to meet the diverse needs of pupils, including those with SEND and promote inclusion and ensure all pupils can access the curriculum and make progress.
- Maintain a positive learning environment, managing behaviour effectively in line with school policies.
- Monitor pupil progress and provide feedback to teachers to inform future planning.
- Support pupils' personal development, wellbeing, and social skills through targeted activities.
- To give feedback on and mark any work generated when responsible for teaching a group or class using the school's feedback policy.
- Under the supervision of the classroom teacher adapt and extend appropriate educational activities. This will include contributing to the development of IEPs and Personal and Pastoral Support Plans and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons.



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- To support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
- To assist the classroom teacher in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the teacher, as required.
- To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
- To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.
- Support pupils' social and emotional development.
- Provide feedback to teachers on pupil progress and engagement.
- Work collaboratively with colleagues and contribute to the wider life of the school.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within school policies and procedures
- To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Head Teacher
- To support a team of teaching assistants, giving guidance, support and advice; contributing to induction training of newly appointed teaching assistants and further training as appropriate, and assisting the Head
- To be aware of and comply with policies and procedures relating to the child protection, health, safety and security, and confidentiality and reporting all concerns to an appropriate person.
- Model high expectations of behaviour, attitude, and effort, promoting the school's values: Ready, Respectful, Safe.
- Participate in professional development, staff meetings, and whole-school initiatives.
- Act as a role model for pupils and support the wider life of the school as a committed team member.
- To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Head Teacher

Support for the Curriculum

- To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of literacy, numeracy or other specific curriculum areas as required.

Administrative duties

- Prepare resources under the direction of the teacher
- Prepare and present displays of pupils' work



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- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Head Teacher requires

Safeguarding

Kempston Rural Primary School is committed to safeguarding and promoting the welfare of children. All staff are expected to share this commitment. An Enhanced DBS check is required as well as other safer recruitment checks.