

Inspire, Enjoy, Achieve



Aylward Primary School

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title:

Higher Level Teaching Assistant

Job Purpose:

To complement the professional work of teachers by taking responsibility for implementing provision for pupil premium children and overseeing the school's enrichment programme, under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Main Duties/Responsibilities

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Help to Implement SEN support plans.
- Support pupils consistently whilst recognising and responding to their individual needs

SUPPORT FOR THE TEACHER

- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within the school's behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives



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- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Support the Assistant Headteacher in implementing the school's Pupil Premium Strategy.
- Oversee and coordinate the implementation of the school's enrichment programme.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

SUPPORT FOR AYLWARD PRIMARY SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of Aylward Primary School.
- 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 regular meetings
- Participate in training and other learning activities as required.
- To support, uphold and contribute to the development of the school's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take the initiative as appropriate to develop multi-agency approaches to supporting pupils

RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources
- Control and manage the directed budgets
- Help pupils access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for pupils



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