

Lent Rise School

Job Description



Name:

Job Title: Higher Level Teaching Assistant

Responsible to: Headteacher, Deputy Headteacher, Phase Leaders

You are directly responsible to the Deputy Headteacher and you are required to carry out the duties of a Teaching Assistant as detailed below.

Professional Responsibilities:

You are appointed at the appropriate Spinal Point on the Buckinghamshire Pay Scale. Your duties should be carried out with due regard to the school's aims and objectives and any policies of the Governing Body. You should share in the corporate responsibility for the well-being and discipline of all pupils.

Key duties:

- Work closely with phase leaders to support pupils in their phase
- Teach and mark whole class lessons
- Be prepared to cover regular lessons within weekly timetable
- Be prepared to cover teacher absences as well as sickness at short notice in addition to regular hours in your phase and across nearest cross phase
- Plan and teach small group SEND sessions
- Have good organisational and interpersonal skills
- Enjoy working collaboratively as part of a team
- Be resilient and have a solution focused approach

In addition to the above, you are required to:-

- Be responsible, under the direction of the Headteacher or another designated teacher, for the care and welfare of children within the education establishment and to assist the teacher in the education process.
- Perform a complementary role to that of the teacher, working in partnership to help further the aims of the school.
- Working with phase leaders to ensure cover teaching in place, act as a 'cover supervisor' to cover short term absence.
- Teach whole class, small group or individual sessions as directed by phase leaders in your nominated phase.
- Be flexible at all times.

- Teach within adjacent phase when deemed necessary
- Keep class teachers informed about the progress and needs of pupils supported.
- Work towards areas highlighted in the appraisal process attending relevant training and Inset days.
- Have some involvement with the curriculum; joining in with the activities of the children in classes; supervising children, usually in the presence of a teacher; contact with parents; providing general care and welfare; and maintaining a safe environment.
- Be a role model both personally and professionally for high standards.
- To follow the dress code in school so that you are a role model for the pupils in our care.
- Ensure that the highest standard of confidentiality and professional conduct is respected at all times and that children, family and school issues are discussed only with relevant professionals.
- Give time to provide excellence in the teaching and learning environment.
- Keep up to date with current initiatives.
- To work closely with the SENCO and class teacher to support intervention groups and to ensure the most effective teaching approaches and resources for pupils with particular needs.
- Ensure that ICT is being used effectively offering pace and challenge for all.
- Maintain all your evidence and engage with the performance management process.
- Be aware of risk management and health and safety strategies within the school and support systems which ensure the safety of all within the school community.

You may also be required to undertake some, or all, of the following:-

- Assist teachers to carry out their classroom duties in a positive manner.
- Help to promote a caring attitude towards children, ensure their needs are met and to help develop their self-confidence and self-esteem. To help to promote harmonious relationships throughout the school.
- Provide effective supervision on the playground at break times when on duty.
- Positively respond to all reasonable requests from the Headteacher, Deputy Headteacher or other teachers.
- Assist with general office duties as required by the Headteacher or Deputy Headteacher.
- Receive all parents, Governors and visitors with warmth and concern.
- To support the Lent Rise School PTA where possible.
- Assist with any other activities directly related to the well-being of the children as requested, e.g. distribute medicine, give first aid treatment, etc.
- Help the Headteacher and Deputy Headteacher with the efficient distribution of stock materials.
- Assist the Headteacher with the efficient monitoring of stock materials.
- Be responsible for the medical records of all children. To ensure that adequate stocks of medical items are kept. To ensure that medical practices are safely carried out when appropriate. To provide assistance at times of medical inspection and co-ordinate visits of support agencies.

Other miscellaneous duties may involve attendance at, and assistance with, Concerts, School Fayres, Educational Visits and Extra Curricular Activities; taking children home and duties associated with the school transport and providing support to other ancillary staff.

General

- Support learning and teaching
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the School.
- Attend and participate in regular meetings/training.

Additional Duties

- Any other duty deemed reasonable, as directed by the Headteacher.
- Follow welfare and whistle blowing procedures.

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School's Code of Conduct for Employees in Schools.

This job description gives a broad indication of what is included in the post and different aspects may be emphasised according to the requirements of the school. The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed.

This job description will be reviewed at the end of the Academic year, or earlier if necessary. In addition it may be amended at any time after consultation with you, according to the growth in the number of staff or because of the changing needs of the school. The Higher Level Teaching Assistant should sign two copies of the job description and then retain one copy while giving the other copy to the Headteacher.

Review Date: September

Signed : ()

Signed : (Headteacher)