



Job Description

Higher Level Teaching Assistant

Coddington Church of England Primary School

Salary and Hours

Salary: Grade 4, Scale Points 8 – 14
Full time Equivalent £26,824 to £29,540
Pro-Rated £19,500 to £21,475

Salary will be pro-rated based on the number of hours/ weeks worked per year.

Hours: 27.5 hours per week – Term Time Only

Responsible to: Head Teacher

Role Description

Purpose of the role

To complement the professional work of teachers by taking responsibility for agreed learning activities 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. Work may be carried out in the classroom or outside the main teaching area, with support available from the teacher or senior member of staff.

Key Responsibilities

- Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of pupils' needs and interests
- Planning, preparing and delivering lessons for individual pupils, groups and whole classes (under the overall direction of the teacher)
- Monitoring and evaluating pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Use knowledge of age-related expectations of pupils in the cycle of planning, being familiar with the main teaching methods and assessment framework in the relevant subjects



- Establishing productive working relationships with pupils and staff
- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Education and Care Plans.
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Setting challenging and demanding expectations and promote self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement
- Liaising sensitively and effectively with parents and carers with regards to their role in pupils' learning and respecting confidentiality
- Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional and educational development
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Organising and managing appropriate learning environment and resources
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
- Administering routine tests and invigilating exams and undertake routine marking of pupils' work
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Assisting the teaching staff in the smooth transition between educational phases
- Supporting pupils in their learning in all areas of the curriculum
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Supporting pupils and teacher during PE and other practical activities.
- Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Assisting with the supervision of pupils at break times
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General responsibilities

- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required



- Participating in training and other learning activities and performance development as required
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

General

In addition to the above you may be asked to undertake other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature will be explicitly incorporated into the Job Description.

This job description does not form part of the Contract of Employment.

Note: It is expected that duties will be undertaken within contracted hours unless by agreement.

Signed: _____

Dated: _____