



Job Description

Role: Higher Level Teaching Assistant

Grade: Grade 4/5

Hours: 8.15am – 3.45pm, Monday to Friday
term time plus inset days, 30 minutes unpaid lunch break

Job purpose

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

Key Duties and responsibilities

Teaching and learning

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
2. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures to ensure a productive and safe learning environment.
4. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
5. Observe pupil performance and pass observations on to the class teacher.
6. Undertake any other relevant duties given by the class teacher.
7. To cover and lead class teaching as and when appropriate.
8. Direct the work, where relevant, of other adults in supporting learning.

Planning

9. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate.
10. Read and understand lesson plans shared prior to lessons, if available.
11. Prepare the classroom for lessons.
12. Plan and deliver small group interventions when and as required.
13. Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
14. Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.

15. Plan how they will support the inclusion of pupils in the learning activities.

Working with colleagues and other relevant professionals

16. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
17. Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
18. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
19. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
20. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
21. Develop effective professional relationships with colleagues.

Health and safety

22. Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

Professional development

23. Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
24. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
25. Take part in the school's appraisal procedures.

Personal and professional conduct

26. Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
27. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
28. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
29. Take instructions from senior members of staff as required.
30. Carry out other duties of a similar nature from time to time as maybe required by the Headteacher.
31. Adhere to school policies and procedures to ensure the safety, welfare and discipline of pupils.
32. To be responsible for promoting and safeguarding the welfare of pupils with whom you come into contact.