



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

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| <b>Job Title</b> | <b>Higher Level Teaching Assistant – General Classroom Based Role</b> |
| <b>Grade</b>     | Grade 4   |
| <b>Hours</b>     | 35.5 hours per week, term time only plus one week                     |
| <b>Status</b>    | Permanent   |

### Job Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs, and those whose home language is not English.

### Duties and Responsibilities

#### *Outline responsibilities and tasks*

Under the direction and control of the classroom teacher or designated supervisor:

- To support the SENDCo or Assistant Headteacher (Pastoral) to meet the needs of learners with SEND
- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs
- Monitor individual pupils' progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children





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***Job responsibilities and tasks may include some of the following:***

1. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed
2. Use strategies in liaison with the teacher, to support pupils to achieve learning goals
3. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed
4. Prepare and maintain equipment and teaching resources for intervention lessons and activities including the control of stock within the classroom/hub
5. Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate
6. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence
7. Ensure that pupils are able to use equipment and materials provided in a safe manner
8. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3,
9. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
10. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate
11. Assist the teacher with the administration of baseline tests
12. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
13. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing
  - the changing of soiled clothing and its disposal in an appropriate way
  - assisting with children's injuries and, where appropriately qualified, administering first aid
  - assist with the administering of medicines under the direction of the appropriate medical staff
  - assist with the identification and monitoring of children's general health and welfare





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14. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
15. Support and contribute to the overall ethos/work/aims of the school
16. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime
17. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits
18. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training
19. Attend and participate in relevant meetings as required
20. Assist the teacher in supporting volunteer helpers or students in the classroom
21. Any other duties and responsibilities within the range of the salary grade

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

#### **NOTE**

There is no requirement for a Teaching Assistant to attend work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head Teacher's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate. If an individual attends an out of school activity in a purely voluntary capacity, such an arrangement will be dealt with as an entirely separate matter to this employment.

