



# Job Description & Person Spec

## Higher Level Teaching Assistant (HLTA)

<b>Grade:</b>	Grade 4
<b>Hours:</b>	35 hours per week, term time + INSET
<b>Reporting to:</b>	SLT/Senior Teacher

**Edgewick**  
Community Primary School

### Job Purpose

To complement and support teachers in the teaching of 1:1 or small groups of children, as well as whole classes, whilst progressing children in their learning.

To contribute to the development of other support staff through the CPD process and to actively lead and develop members of the TA team, on a daily basis, to ensure that high standards of support for children are consistently maintained.

To effectively liaise with TAs, teachers, SLT and external professionals.

To communicate effectively to ensure all TAs work collaboratively and efficiently to help accelerate children's progress to be the 'best that they can be.'

To take a lead role in supporting a specific area of development.

This role may be subject to change and will be agreed in conjunction with the SLT and Headteacher

### Key Responsibilities

- Working with small groups of children or teaching of whole classes, under the direction of the class teacher.
- Leading other support staff in ensuring high quality support for pupils.
- Reporting to the class teacher and SENDCo, creating a 'joined up' approach to the support of pupils with a variety of needs including (but not limited to) learning, behaviour, social communication, needs.
- Post holders will support the school to fulfill its responsibilities under the SEND Code of Practice.

### Duties

- Within an agreed framework, teach whole classes of children. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lesson plans.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Establish positive relationships with pupils, implementing strategies to support them in their learning and following up and assessing the impact of this support.
- With teachers, evaluate pupils' progress through a range of assessment activities relating to attainment and progress.
- To contribute to assessments of children, as directed by the class teacher/SENDCo, and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- To attend relevant, weekly staff meetings as well as INSET, agreed with SENDCo in advance.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To support and guide other TAs' work in the classroom and lead training for other teaching assistants. To act as 'mentor' to new or less experienced TAs.
- Model good practice at all times whilst maintaining high levels of professional conduct.

### General

- To understand and apply school policies in relation to health, safety and welfare
- To respect confidentiality at all times
- To take an active part in the school's appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To follow the school's Safeguarding Procedures and contribute to the safety of all children in the school.

# PERSON SPECIFICATION

## Education/Qualifications

- Degree or relevant HLTA/TA qualification
- Good maths and English skills
- GCSEs grade C+/4+

## Knowledge

- The theory and practice providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- An understanding of working with Learning plans, EHCPs, Provision maps
- The monitoring, assessment recording and reporting of pupils' progress
- The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection.

## Experience

- Experience as a Teaching Assistant in the Primary phase
- Work with outside agencies to support children
- Previous experience as a Higher Level Teaching Assistant is desirable but not essential

## Skills & Abilities

- Ability to promote the school's aims positively
- Ability to develop good personal relationships within the team
- Effective communication (both orally and in writing) to a variety of audiences

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are reflective of the salary and job title.

## Safeguarding

Edgewick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment.

All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).