



JOB DESCRIPTION – Higher Level Teaching Assistant (Grade 4)

Job Purpose

To work collaboratively with the classroom teacher in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children.

To oversee classroom management, deliver planned learning activities and to uphold high expectations with regard to behaviour and attitudes to learning, when a teacher is absent.

Duties and Responsibilities

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate planning and preparation of lessons and courses for individual, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- To have the appropriate skills, ability and confidence to supervise whole classes, when directed, in the absence of a Teacher.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups or a whole class as appropriate.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.



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- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock in the classroom.
- Undertake supervision and discipline of pupils with the procedures of the school, providing feedback to pupils.
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement and self-reliance.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies.
- Support the implementation of programmes designed by other professionals such as educational psychologist and speech and language therapists.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.
- Assist the teacher in monitoring and analyzing records of pupils' progress.
- Utilise ICT in learning activities and develop pupils' competence and independence in its use.
- 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, eg toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assist with intimate care needs, as required and appropriate;
 - assisting with children's injuries and, where appropriate qualified, administering first aid;
 - assist with the administering of medicines under the direction of the appropriate medical staff;

Headteacher: Mr James Gale

Southfields Primary School, East Street, Coventry, CV1 5LS

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- assist with the identification and monitoring of children's general health and welfare.
- Be aware of any comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during breaks and lunchtime. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
- 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.
- Attend and participate in relevant meetings as required.
- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
- Any other duties and responsibilities within the range of the salary grade.

All Employees

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and must comply with the Southfields Primary School's School Health and Safety Policy and is required:

- To take reasonable care for their own health and safety at work and of those who would be affected by their actions or by their omissions;
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform and undertake appropriate health and safety training as required;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with procedures of the Southfields Primary School's Safeguarding Policy and is required:

- To ensure they are aware of the signs that may suggest a child is being abused or neglected;

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- To report immediately to the Designated Safeguarding Lead, Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Southfields Primary School and City Council's Equal Opportunity Policies.

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

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Person Specification

Criteria	Qualities	
	Essential	Desirable
Qualifications and Experience	<p>GCSEs at grades 9 to 4 (A* to C) including English and maths</p> <p>Experience of working with children</p> <p>Experience of planning and leading teaching and learning activities (under supervision)</p>	<p>HLTA Level 4 Qualification</p> <p>Has a specialist skill, which can be used to support the curriculum i.e. SEN, languages or music.</p> <p>Experience of leading and managing other support staff</p>
Skills and Knowledge	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p>	<p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</p> <p>Good understanding of barriers to learning and effective strategies to overcome these</p>

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	Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group or class of children	
Personal Qualities	Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to always maintaining confidentiality Commitment to safeguarding pupil's wellbeing and equality Commitment to their own professional development	Demonstrate leadership and line management skills

Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

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