

St John Fisher Catholic Primary School

Job Description for Higher Level Teaching Assistant



**St John Fisher
Catholic Primary School**

Part of The Romero Catholic Academy

Post: Higher Level Teaching Assistant
Grade: Grade 4, Point 6 – 14 (£21,968 - £25,409) paid pro rata
Hours: 37 hours per week (Monday – Thursday 08:30am – 4:30pm and Friday 8.30am – 4pm) 39 weeks per year
Contract: Permanent
Start Date: 1st January 2023

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

Core Purpose

As a Higher Level Teaching Assistant at St John Fisher Catholic Primary School the core purpose of the job is to work collaboratively with the responsible 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 pupils. Also, supervise whole classes occasionally during the short-term absence of teachers.

Duties and Responsibilities

Under the direction and supervision of senior staff/teachers;

1. Undertake appropriate planning and preparation of lessons for individuals, groups and whole classes.
2. Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
3. Assess the development, progress and attainment of pupils.
4. Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
5. Use specialist 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.
6. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.
7. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
8. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
9. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
10. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.

11. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
12. Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
13. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
14. Ensure that pupils are able to safely use equipment and materials provided.
15. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
16. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
17. 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.
18. Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
19. Assist the teacher in monitoring and analysing records of pupils' progress.
20. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
21. 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. toileting
 - 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.
22. 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.
23. Support and contribute to the overall ethos/work/aims of the school.
24. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
25. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
26. 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.
27. Attend and participate in relevant meetings as required.
28. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
29. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

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

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

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

Responsible for: n/a

Responsible to: Principal

Agreed by..... Date

Principal..... Date

Review date: This job description will be reviewed in September 2023 but may be reviewed before this date should the duties change

St John Fisher Primary School

Person Specification for Higher Level Teaching Assistant



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	Essential	Desirable	Evidence
Qualifications/Education:			
4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths or the ability to show the equivalent skills	✓		
Attainment of NVQ level 3 qualification or equivalent, for example, A-Levels		✓	
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.		✓	
Knowledge, Skills & Experience:			
An understanding of the needs and characteristics of young children	✓		AI
Some understanding of child development and the way in which children learn	✓		AI
An understanding of the roles played by various adults in children's education	✓		AI
An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities	✓		AI
To effectively use ICT and use of other equipment – video, photocopier	✓		AI
An ability to relate well to children and adults	✓		AI
To work constructively as part of a team	✓		AI
Ability to self-evaluate learning needs	✓		AI
Understanding of the distinctive nature of a faith school	✓		AI
Experience of working with children of relevant age or with specific special needs	✓		AI
Personal Qualities:			
Passionate about positively impacting children's education	✓		AI
Comfortable dealing with parents, staff and children at all levels	✓		AI
Proactive	✓		AI
Collaborative, works well in a team	✓		AI

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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