



## Higher Level Teaching Assistant

## Job Description

### **Job Purpose**

To work collaboratively with the responsible classroom teacher to deliver high quality teaching, learning and care for children by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people.

### **Expectations of Role**

The key role of the **HIGHER LEVEL TEACHING ASSISTANT** is to support children to achieve and succeed in all aspects of their life in school. They will work alongside Senior Staff and Teachers to devise and implement programmes of work that will support children's learning, in and out of the classroom. **HIGHER LEVEL TEACHING ASSISTANTS** will actively support the ethos of the school and create a positive climate for learning, providing an excellent role model for the children. They will effectively prepare and plan for a group intervention, track and evaluate progress and ensure skills learned are applied in the classroom relevant to their grade. **They will take responsibility for the achievement of their Performance Management targets.**

### **Duties and Responsibilities**

The following job description is not exhaustive. It is expected that higher level teaching assistants will work closely with the senior leadership team to develop the role to reflect the needs and demands of the post.

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Regularly deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils keeping appropriate records.
- 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/young people, including those pupils with special educational, physical or emotional needs.

### **Job responsibilities and tasks may include:**

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils 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.

- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Model accurate written and spoken standard English to support children's language development.
- 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 within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for implementing The National Curriculum.
- Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Build strong professional relationships with parents and carers.
- 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 analysing 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, 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.
- 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.
- 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, during lunchtime and on the playground.
- 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.
- Manage other teaching assistants and undertake, induction, training and mentoring for other teaching assistants when required. Assist teachers in offering mentoring support and guidance to other teaching assistants.
- Be responsible for an aspect of whole school development.
- Any other duties and responsibilities within the range of the salary grade assigned by the headteacher and leadership team.

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

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council'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).



**Higher Level Teaching Assistant**

**Person Specification**

Job Title: <b>Higher Level Teaching Assistant</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national curriculum and other relevant learning programmes</li> <li>• To understand the principles of child development and learning processes and in particular, barriers to learning</li> <li>• Full understanding of the range of support services and providers</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to plan effective actions for pupils at risk of underachieving</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to utilise ICT effectively to support learning</li> <li>• Act on training provided and share learning with other staff</li> <li>• Excellent communication skills including written and oral</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with general/specific special needs</li> </ul>
<b>Educational</b>	<ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills equivalent to GCSE English and Maths</li> <li>• NVQ 4 for Teaching Assistants or equivalent qualification or experience</li> <li>• Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths</li> <li>• Meet Higher Level Teaching Assistant standards</li> </ul>
<p><b>Stivichall 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. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</b></p>	

Reviewed October 2016  
 Reviewed January 2020 no changes  
 Reviewed March 2021 no changes