



Higher Lever Teaching Assistant – Job Description

Title	Higher Lever Teaching Assistant
Salary grade	Grade 4
Responsible to	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 children/young people.
Main job purpose	<p>Under the direction and supervision of teaching/senior staff:</p> <ul style="list-style-type: none"> • Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes. • Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required. • 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/young people, including those pupils with special educational, physical or emotional needs.
Duties and responsibilities	<ul style="list-style-type: none"> • 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. • 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 local and national learning strategies, e.g. Literacy, Numeracy, Early Years. • Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.

	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> a) assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; b) the changing of soiled clothing and its disposal in an appropriate way; c) assisting with children's injuries and, where appropriately qualified, administering first aid; d) assist with the administering of medicines under the direction of the appropriate medical staff; e) 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 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 lunchtime. • Assist with group/whole class activities within and away from the classroom/school, such as P.E. swimming, educational visits. • Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information 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 the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately



Person Specification – Higher Lever Teaching Assistant

Job Title: Higher Level Teaching Assistant	Grade: 4 Point 6
	Job Requirements
Qualifications / Training	<ul style="list-style-type: none"> • Excellent Literacy and Numeracy skills equivalent to NVQ 2 in English and Maths • NVQ Level 3 Teaching Assistants or equivalent qualification or experience • Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths • Meet Higher Lever Teaching Assistant standards
Knowledge and Understanding	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning programmes • To Under understand the principles of child development and learning processes and in particular, barriers to learning • Full understanding of the range of support services and providers
Personal Skills & Attributes	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving • Ability to self-evaluate learning needs • Ability to relate well to children and adults • Ability to work constructively as part of a team • Ability to utilise ICT effectively to support learning
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/specific special needs
Special Requirements	<p>This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DRB Disclosure will be required prior to appointment.</p>