

**Vacancy Reference No:**

|                     |                                     |                     |         |
|---------------------|-------------------------------------|---------------------|---------|
| <b>Job Title:</b>   | Higher Level Teaching Assistant     | <b>Job Number:</b>  | L3445D  |
| <b>Directorate:</b> | Children, Learning and Young People | <b>Post Number:</b> | 1000140 |
| <b>Service:</b>     | Services for Schools                | <b>Grade:</b>       | 4       |
| <b>Location:</b>    | Willenhall Community Primary School |                     |         |

## Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparation and delivering learning activities for individuals / groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

## Main Duties and Responsibilities:

### Supporting Pupils

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning
- Take a lead role in managing and delivering pastoral support
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Set challenging and demanding expectations; motivate, promote self-esteem and independence to encourage them to achieve
- Provide feedback to pupils in relation to progress and achievement

## **Supporting Teachers**

- Organise and manage learning activities in ways which keep pupils safe
- Under an agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities / work plans as appropriate
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives
- Assess, provide objective and accurate feedback and report as necessary on pupil development, progress and achievement, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of the pupil's work and accurately record achievement/progress
- Within the school's behaviour policy, apply behaviour management strategies and techniques to anticipate and manage behaviour constructively and contribute to a purposeful learning environment
- Support the role of parents in pupils' learning and contribute to meetings with parents to constructively feedback on pupils progress / achievement where appropriate
- Produce lesson plans / work where requested and appropriate
- Provide general administration tasks including preparing displays
- Input and analyse pupil data and assessment information as directed by the class teacher and/or line manager

## **Supporting the Curriculum**

- Deliver learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language / cultural backgrounds
- Advise on appropriate deployment and use of specialist resources / equipment.

## **Supporting the School**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communication with other agencies / professionals in liaison with the teacher, to support achievement and progress of the pupil
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes

- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- May co-ordinate a school activity e.g. extra-curricular activity / work experience / home-school liaison / SEND work
- Model good practice and contribute to planning and delivery of appropriate training
- Contribute to the overall ethos, work, aims of the school by attending and participating in relevant meetings / training and contributing to the development of policies and procedures within the school
- 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
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Within an agreed system of supervision and within pre-determined lesson objectives, teach whole classes; evaluating and adjusting lessons / work as appropriate

### **Ethos and Culture**

- To follow the ethos and culture within the school that drives through school improvement in line with the aims of the school.
- To demonstrate behaviours that support and contribute towards developing the values of the school.
- To undertake any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary / status / hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.*

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- 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.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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.

**Responsible to:** Deputy Head Teacher

**Date Reviewed:** November 2022

**Updated:**



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|                                      | Job Requirements  |
|--------------------------------------|---|
| <b>Knowledge &amp; Understanding</b> | <ul style="list-style-type: none"> <li>• Full working knowledge of relevant codes of practice / legislation e.g. 'Keeping Children Safe in Education'</li> <li>• Good working knowledge of National Curriculum and other relevant learning programmes</li> <li>• Understanding of the principles of child development and learning processes and in particular, barriers to learning</li> <li>• Recognise behavioural patterns and use strategies to support behaviour management</li> <li>• Have knowledge and understanding of implementing plans to meet the specific needs of individuals or groups of children</li> <li>• Full understanding of the range of support services and providers</li> </ul>   |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>• Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age</li> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2</li> <li>• Experience of leading activities with children</li> </ul>  |
| <b>Skills &amp; Abilities</b>        | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills both in working relationship with children and parents/carers and in forming effective professional relationships</li> <li>• Ability to work constructively and effectively as part of a team</li> <li>• To confidently use different sources of ICT to support learning</li> <li>• Ability to maintain a positive and caring ethos with an accent on high achievement for all</li> <li>• Effective oral and written communication skills</li> <li>• Ability to be flexible and pro-active about challenge / change</li> <li>• Ability to monitor, record and make assessments about individual progress and liaise with appropriate staff about this</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs of themselves and the children they work with</li> </ul> |

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| <b>Qualifications / Educational</b> | <ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills</li> <li>• HLTA standards for Teaching Assistants or equivalent qualification or experience</li> <li>• Although not essential it is desirable that the candidate holds an up to date First Aid certificate</li> <li>• Excellent Literacy and Numeracy skills</li> </ul>                            |
| <b>Special Requirements</b>         | <ul style="list-style-type: none"> <li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul> |