



Job Description

Job Title: Higher Level Teaching Assistant (Cover Supervisor) Post number: L3446D

Salary: Grade 5 - 12-23 (£24,496-£30,151 Pro-Rata - 35 hours per week term time)

Location: Howes Community Primary School

Job Purpose

To lead planned learning with individuals/groups/classes of pupils in a Teaching Assistant / Teacher's Absence.

To manage, organise and prepare resources for planned learning.

Duties and Responsibilities

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate preparation of lessons for individuals, groups and whole classes.
- Lead and supervise agreed learning of individuals, groups and whole classes of pupils as required.
- Assess the development, progress and attainment of pupils in planned learning sessions.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.

SUPPORT FOR PUPILS

- Adjust learning for individuals, groups of pupils or a whole class as appropriate.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement and acting as a role model 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.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 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.

SUPPORT FOR TEACHERS

- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Undertake marking of pupils' work and accurately record achievement/progress, administer and assess routine tests and assessments.
- Follow the school's agreed marking and feedback policy and adhere to the same expectations of presentation and work.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
- Contribute to a stimulating learning environment.
- 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 teachers, to support achievement and pupil progress.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures.
- Contribute to the overall ethos/work/aims and vision of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils.
- Attend and participate in regular meetings, including staff meetings and staff training.
- Participate in training and other learning activities.
- Undertake pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others
- 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.
 - assist with the identification and monitoring of children's general health and welfare.
- 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 lunchtime.
- Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in weekly / regular 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 weekly staff meetings and regular training sessions.
- 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 duties and responsibilities must be carried out with due regard to the Howes Community Primary School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Howes Community Primary School'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)

NOTE

There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate. Please note this post includes term time only plus two weeks this will allow attendance at Teacher's Days and staff meetings as required.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.