

# Job Description

Job Title: **Higher Level Teaching Assistant – Level 3**  
Department/Directorate: Education and Libraries  
Location: Mainstream

Grade: 4

## Job Purpose

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.

## Duties and Responsibilities OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and supervision of teaching/senior staff:

- 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.

## JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.

2. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
6. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
7. Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
11. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. 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.
13. Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
14. Assist the teacher in monitoring and analysing records of pupils' progress.
15. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
16. 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.
17. 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.
18. Support and contribute to the overall ethos/work/aims of the school.
19. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
20. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
21. 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.
22. Attend and participate in relevant meetings as required.
23. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
24. 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 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)

#### 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.

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.

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**Responsible for:**

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**Date Reviewed: May 2005**