

Perivale Primary
Job Description
Senior Teaching Assistant (HLTA)

Job title:	Senior Teaching Assistant (HLTA (upper) if status achieved)	Ealing GLPC Grade:	Scale 8
School:		Post No:	
Line manager:	Assistant Head Teacher		
Supervisory responsibility:	To line manage and train other Teaching Assistants including the performance management of these staff		
Hours:			

Main purposes of the job

- To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.
 - To follow a programme of training to attain Qualified Teacher Status.
 - To carry out timetabled PPA cover for class Teachers.
 - To plan, prepare and deliver agreed work and support programmes to individual or groups of pupils.
 - To advance pupils learning in a range of classroom settings.
 - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
 - To be responsible for marking in line with agreed policy.
 - To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment.
 - To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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Main responsibilities and tasks

General Support

1. To effectively plan and prepare lessons.
2. To advance learning with all pupils.
3. Support the evaluation of pupils' progress using a range of assessment techniques.
4. To monitor and evaluate pupils responses to learning activities and note their progress towards targets.
5. To contribute to maintaining and analysing records of pupils progress.
6. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

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Support for pupils

7. To support working relationship with the pupils, acting as role model and setting high expectations.
8. To deliver and support pupils learning in the most effective way.
9. To meet the personal needs of pupils whilst encouraging their independence.
10. To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting targets and support reviews.
11. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
12. To deliver the National Curriculum and Foundation Stage Curriculum.
13. To undertake monitoring and assessment of pupils work.
14. To provide feedback to pupils in relation to their progress and achievement.

Support for the school

15. To be involved in display work around the school and to direct others as necessary.
16. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
17. Administer and invigilate exams/tests.
18. To be responsible for the induction of new Teaching Assistants where appropriate.
19. To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.
20. In consultation with the Assistant Head of Inclusion to devise appropriate timetables for Teaching Assistants.
21. Provide mentoring support for other Teaching Assistants.
22. Deliver 'out of school' learning activities e.g. field trips within guidelines established by the school.
23. To attend relevant meetings and participate in training and development opportunities as appropriate.
24. Establish constructive relationships and communicate with other agencies/professionals in liaison with the Teacher to support the achievement and progress of pupils.
25. Use expertise to advise and support other adults in briefing and training sessions as appropriate.
26. To adhere to the school health and safety policy including risk assessment and safety systems.
27. To adhere to school policy on equality and diversity.

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Support for the curriculum

- 28. Use ICT effectively to support learning activities and develop pupils competence and independence in it's use.
- 29. Deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- 30. To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Signatures – line manager and job holder

Signature of Manager:	_____	Date:	____/____/____
Signature of post holder:	_____	Date:	____/____/____
