



HIGHER LEVEL TEACHING ASSISTANT

Job Description

Job title:	Higher Level Teaching Assistant
Grade:	G5
School:	Priestmead Primary
Responsible to:	Year Team Leader, Assistant Headteacher
Supervisory responsibility:	TAs as required

Main purpose of the job

- Model positivity, passion and show a commitment to going above and beyond for the Priestmead community
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Through direction from the teacher, be responsible for the learning and achievement of all pupils in the class/group ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in behaviour and safety
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- Work effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils including wider cohesive community links as required
- Be a reflective and honest practitioner
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

To work under the guidance of teaching /senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff will also deliver lessons set for whole classes in a cover supervisor capacity at least 60% of the time whilst a teacher is absent for a short time (inc. TLR, PPA or CPD time). The primary focus will be to maintain good order and to keep pupils on task with learning and achieving.

Supporting the Pupils at Priestmead Primary

- **IN ADDITION TO THE TEACHING ASSISTANT JOB DESCRIPTION:**
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupil, promote and reinforce self-esteem



Assisting the Teacher at Priestmead Primary

- **IN ADDITION TO THE TEACHING ASSISTANT JOB DESCRIPTION:**
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment through following the schools marking and feedback policy
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheets, plans etc.

Supporting the Curriculum at Priestmead Primary

- **IN ADDITION TO THE TEACHING ASSISTANT JOB DESCRIPTION:**
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupils responses/needs
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- 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 and cultural background
- Advise on appropriate deployment and use of specialist aid/ resources/equipment

Supporting Priestmead Primary

- **IN ADDITION TO THE TEACHING ASSISTANT JOB DESCRIPTION:**
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Liaise between managers/teaching staff and Teaching Assistants
- Represent Teaching Assistants at teaching staff/management/other appropriate meeting
- Undertake training & mentoring for other Teaching Assistants
- Manage other Teaching Assistants as required

Commitment to Professional Development at Priestmead Primary

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Ensure year on year the quality of your teaching support of all subjects improves through commitment to professional development
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal



- Proactively participate with arrangements made in accordance with the Appraisal Policy
- To have professional regard for the ethos, policies and practices of Priestmead Primary, and maintain high standards in your own attendance and punctuality
- Make a positive contribution to the wider life and ethos of the school through participation in extra-curricular clubs, assemblies, supporting Parent Association events, charity fundraising, national events etc
- Perform any reasonable duties as requested by the Headteacher

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder

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Date

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Signature of headteacher

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Date

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HIGHER LEVEL TEACHING ASSISTANT

Person Specification

All elements are essential

Candidates should effectively write to our person specification.

The supporting statement should be no more than two sides of A4 as a separate attachment.

Generic application letters/CVs will not be shortlisted.

Qualifications & Experience

1. NVQ L3, or HLTA Status or degree. With relevant links to education or recent, relevant experience of teaching lessons in a Primary School setting.
2. Evidence of attending in-school training and actioning it into classroom practice

Knowledge and skills

The ability to effectively:

1. demonstrate excellent skills and expertise to model teaching and learning
2. understanding of the SEN Code of Practice for Special Educational Needs
3. the ability to read and deliver a lesson plan including adjusting it as required
4. understanding of health and safety, safeguarding children and child protection procedures
5. the ability to plan for teaching and using assessment by following policy
6. the ability to communicate effectively, orally, in writing and using IT
7. a willingness to take responsibility for their own professional development

Personal Attributes

- A team-player with emotional intelligence to bring the best out in children and adults
- Aspiring teacher ready for more creative blue-sky-thinking, taking calculated risks to achieve targets