

Grove Primary School

Chadwell Heath Lane, Romford, Essex. RM6 4XS

Tel: 020 8590 3611

JOB DESCRIPTION

Post: Higher Level Teaching Assistant (HLTA)

Salary Scale: LBR 5

Main Purpose

- To complement teachers' delivery of the National Curriculum and contribute to the development of other support staff, pupils and school policies and strategies
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management and preparation of resources
- To occasionally supervise whole classes during the short-term absence of teachers

Main activities

Planning

1. Plan and prepare lessons with teachers, participating in all stages of the planning cycle.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
3. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

Teaching and learning

1. Teach whole classes within an agreed system of supervision and within a pre-determined lesson framework.
2. Provide detailed oral and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
3. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
4. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
5. Promote and support the inclusion of all pupils.
6. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment.
7. Organise and safely manage the appropriate learning environment, displays and resources.
8. Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

Monitoring and assessment

1. With teachers, evaluate pupils' progress through a range of assessment activities.
2. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor pupils' participation and progress and provide constructive feedback to pupils.
4. Assist in maintaining and analysing records of pupils' progress.
5. Support the teaching staff with reporting pupils' progress and achievements at parents' meetings which are usually held outside school hours.

Mentoring, supervision and development

1. Undertake training and mentoring for other teaching assistants.
2. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
3. Support and guide other less experienced teaching assistants.
4. Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days and events as requested.

Behavioural and pastoral

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities.
2. Understand and implement school child protection procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
4. Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
5. Provide physical support and maintain personal equipment used by the children at the school.
6. Foster and maintain constructive and supportive relationships with parents/carers.
7. Supervise pupils in the playground and plan and organise play time activities when necessary.
8. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

Other

1. Any other duties required by the class teacher, Assistant Headteachers, Deputy Headteacher, or the Headteacher, which is within the scope of this post.
2. At all times carry out duties with due regard to the school's health and safety policy.