



Martin Primary School

Higher Level Teaching Assistant

JOB DESCRIPTION

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| General duties |
| Provide nurturing, supportive and effective care to all children |
| Support class teachers with their responsibility for the development and education of all pupils, including pupils with additional needs |
| Take responsibility for agreed learning activities under an agreed system of supervision. This involves planning, preparing and delivering curriculum learning objectives for individuals/groups or for whole classes |
| Monitor and assess children's development, recording and reporting on pupils' achievement, progress and development |
| Manage and develop a specialist area and/or be responsible for the learning of a specifically targeted group of children |
| Supervise other teaching assistants, where required, including allocating and monitoring their work and providing informal training |
| Work in partnership with other staff members, parents/carers and other professionals to support the development of children at the school |
| Promoting children's education and development |
| Use the expected patterns of children's development to promote children's education and development |
| Plan a range of activities for children according to their different stages of development and individual circumstances |
| Promote diversity, equality and inclusion, fully reflecting cultural differences and family circumstances in your practice |
| Support the class teacher in supervising and monitoring students |
| Providing effective care, teaching and learning |
| Plan and lead valuable learning experiences, environments and opportunities that are appropriate to the age, stage and needs of individuals and groups of children |
| Encourage children's participation in activities, managing a balance between adult-led and child-initiated tasks |
| Engage in effective strategies to develop and extend children's learning and thinking, including sustained and shared thinking |
| Model and promote positive behaviours expected of children, and support children to manage their own behaviour in relation to others |

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| Liaise closely with parents/carers and other professionals to support children with additional needs |
| Making accurate and productive use of assessment |
| Identify the needs, interests and stages of development of individual children |
| Use formative and summative assessment to track children's progress to plan next steps and shape learning opportunities |
| Discuss children's progress to plan next stages in their learning with other staff, parents/carers and any other relevant professionals |
| Promoting the health, safety and welfare of children |
| Act in accordance with legal requirements and school policies on health and safety, security, confidentiality of information, safeguarding and promoting the welfare of children at all times |
| Plan and carry out physical care routines suitable to the age, stage and needs of the child |
| Promote health and wellbeing at all times |
| Communication and self-development |
| Work cooperatively with colleagues and other professionals to meet the needs of all children and enable them to progress |
| Liaise closely with parents/carers to help them promote their child's health, wellbeing, learning and development |
| Engage in relevant CPD opportunities to improve own skills, practice and subject knowledge |

PERSON SPECIFICATION

| | Essential | Desirable |
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| Qualifications and training | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> • a relevant qualification, e.g. HLTA Level 4 • a minimum of GCSE grade C in maths and English | <ul style="list-style-type: none"> • first aid certificate |
| Experience | <p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • working with children in the primary stage of education • using and applying the National Curriculum to support children's development • working with parents/carers to support children's development | <ul style="list-style-type: none"> • working with children with SEND |
| | <p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • show a clear understanding of the expected patterns of children's development from 3 to 11 years of age • explain how children's learning and development can be affected by their stage of development and individual circumstances | |

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| <p>Knowledge and skills</p> | <ul style="list-style-type: none"> • explain the potential effects of, and how to prepare and support children through, transitions and significant events in their lives • demonstrate how to differentiate activities to cater for pupil's different needs and stages of development • demonstrate an ability to work with pupils and their families in a sensitive and positive way • show an ability to assess and plan for individual needs • demonstrate excellent communication, planning and organisational skills • show how to write reports and maintain accurate records • explain the importance of CPD to improve personal skills and practice. | |
| <p>Personal qualities</p> | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> • a calm and caring nature • excellent verbal and written communication skills • excellent time management and organisation skills • a flexible approach towards working practices • high expectations of self and professional standards • the ability to work as both part of a team and independently • the ability to maintain successful working relationships with other colleagues • high levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • committed to promoting high-quality care of children • committed to playing an active role in children's progress and development • dedicated to promoting their professional development • able to plan and take control of situations • committed to contributing to the whole school and its community • capable of handling a demanding workload and successfully prioritising work • professionally assertive and clear thinking. | |