



**JOB DESCRIPTION**  
**HIGHER LEVEL TEACHING ASSISTANT (PRIMARY)**  
(This is a new post and as such will be subject to regular review)

**POST HOLDER**

**DEPARTMENT** Primary Provision

**RESPONSIBLE TO** Head of Primary Provision

**LINE MANAGEMENT OF** N/A

**WORKING HOURS** 37 hours

**WORKING PATTERN** 8.00am – 4.00pm  
(A half hour unpaid lunch break is included)

**JOB PURPOSE**

- To teach areas of the Early Years Foundation Stage and National Curriculum across the school and contribute to the development of pupils and school policies and strategies.
- To work collaboratively with teaching staff in the planning cycle.
- To provide support for pupils and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

**Planning**

- Plan and prepare lessons, participating in the planning cycle, including lesson planning, evaluating and adjusting lessons/plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.

**Teaching and Learning**

- Within a pre-determined lesson framework, teach whole classes covering PPA.
- Provide verbal/written feedback on lesson content, pupil responses to learning activities and behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, SEN outcomes and learning objectives.
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop and promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.



- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

#### **Specific Duties**

- To work with pupils at the school's Primary Provision Breakfast Club, specifically
  - To plan and manage activities for the pupils.
  - To manage with Kitchen staff the provision of breakfast for the pupils
  - To ensure the safeguarding of pupils in line with the school's policies
  - To keep a register of attendance each day

#### **GENERAL**

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
- Participate in training and other learning activities and performance development as required.

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I have read and accepted this job description:

NAME:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## PERSON SPECIFICATION

**Job Title:** Higher Level Teaching Assistant (HLTA)

**Grade:** FMAT Scale S01

Attributes	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience as a teaching assistant, within the last 5 years</li> <li>• NVQ Level 3 related qualification (or equivalent)</li> <li>• Good numeracy and literacy skills, to GCSE Grade C minimum or equivalent</li> <li>• HLTA status</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working and supporting children in the Early Years Foundation Stage, Key Stage 1 and Key Stage 2</li> <li>• Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</li> <li>• Good understanding of child development and learning.</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Understanding of strategies for teaching and learning</li> <li>• Understanding of the Early Years Foundation Stage and the National Curriculum</li> <li>• Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting</li> <li>• Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes</li> <li>• Ability to contribute to planning and preparation of lessons and teaching materials</li> <li>• Ability to contribute to assessment and monitoring of pupil progress</li> <li>• Good communication and interpersonal skills</li> <li>• Good organisational and time management skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work collaboratively with teachers and others</li> <li>• Ability to supervise others effectively, as required</li> <li>• Ability to take responsibility and work with autonomy within set boundaries</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to relate to and promote the ethos of the school</li> <li>• Excellent attendance and punctuality</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake job related training</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Bournville Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants</li> </ul>	