



Job Description & Person Specification

1. **JOB TITLE:**
2. **POST NUMBER:**
3. **GRADE: Scale 6**
4. **SCHOOL: Grange Park Junior School**
5. **RESPONSIBLE TO: Head Teacher**
6. **RESPONSIBLE FOR:**
Directly:
Indirectly:
7. **CONTACTS**
Internal:
External:

Job Description

8. JOB PURPOSE

To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development as agreed with the teacher. Planning, preparing and delivering learning activities for individuals/groups or whole classes. Responsible for the management and development of a specialist area within the school.

10. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils:

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.

Supervision of pupils while carrying out pre-prepared work and work that has been set in accordance with school policies including PPA cover.

Establish productive working relationships with pupils, acting as a role model and setting high expectations at all times.

Develop and implement Individual Education Plans.

Promote the inclusion and acceptance of all pupils within the classroom in line with Equality Policy. Support pupils consistently while recognising and responding to their individual needs.

Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.

Promote positive self-esteem and developing independence, employing strategies to recognise and reward achievement.

Provide appropriate feedback to pupils in relation to progress and achievement.

Provide support and assistance for children's pastoral needs.



Support for Teachers:

Within an agreed system of supervision, plan challenging teaching and learning activities to meet objectives and to evaluate and adjust lessons/work plans as appropriate.

Organise and manage an appropriate learning environment and resources.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives.

Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

Work within an established behaviour and anti-bullying policy to anticipate and manage behaviour constructively, promoting self control and independence.

Administer and assess/mark tasks and tests

Production of lesson plans, activities etc as agreed with the teacher.

Support for the Curriculum:

Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.

Deliver local and national learning strategies e.g. literacy, numeracy, early years foundation stage 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' skills, competence and independence in its use.

Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School:

Comply with and assist with the IMPLEMENTATION of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Line Management Responsibilities:

Management of other teaching assistants including monitoring of work, performance management and training. Play a key role in the support, supervision and development of other training Assistants.

Liaise between leadership, teaching staff and teaching assistants.

Support and guide other less experienced teaching assistants.

Hold regular team meetings with managed staff where appropriate.



Represent teaching assistants at teaching staff/management/other appropriate meetings. Assist with training and mentoring for other teaching assistants.

Other

To support the schools administrative team to ensure the effective management and acquisition of resources throughout the school.

To undertake any other duties appropriate to the post that may reasonably be required from time to time.



HLTA

Person Specification

Qualifications

- Achieved a qualification in English/literacy and mathematics/numeracy to at least Level 2 of the National Qualifications Framework.
- Achieved full HLTA qualification (desirable)
- Training in relevant learning strategies e.g. literacy Specialist skills/training in curriculum or learning area e.g. bi-lingual, SEN, ICT (desirable)
- Experience of working with relevant age groups within an Infant and Nursery School or Primary School.
- Demonstrate high expectations of children's achievements and behaviour.
- Experience of working successfully and cooperatively as a member of a school team

Skills/Abilities/Knowledge

- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.
- Ability to make learning enjoyable, fun and relevant.
- Ability to communicate effectively in a variety of situations – verbal and written.
- Demonstrate a commitment and ability to raising educational achievement to all pupils and to promote positive values, attitudes and behaviour.
- Understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively and maintain appropriate confidentiality.
- Ability to establish and maintain effective professional relationships within school and the wider community. Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers. Demonstrate a clear understanding of the key principals of effective teaching and learning.
- Demonstrate familiarity with the school curriculum, the age related expectations of pupils, the main teaching methods and the assessment frameworks in the subjects and age ranges in which they are involved.
- Able to understand and recognise desired outcomes of lesson plans.
- Understand the key factors that can affect pupil learning. Aware of the statutory frameworks relevant to the role.



- Understand the legal definition of Special Educational Needs (SEN) and are familiar with the guidance about meeting SEN given in the SEN Code of Practice.
- Understand a range of strategies to establish a purposeful learning environment and to promote good behaviour. Understand the principles and importance of effective planning and preparation of lessons.
- Understand the principles and importance of feedback to pupils' and colleagues on pupils' learning and behaviour. Knowledge of teaching strategies and resources to meet the diversity of pupils' needs and interests.
- Awareness and understanding of pupil assessment activities and how to take learning forward.
- Able to interest, motivate and advance learning of pupils using clearly structured teaching and learning activities. Able to communicate effectively and sensitively with pupils to support their learning.
- Appreciate the importance of inclusion and understand methodologies employed in promoting inclusion for a diverse range of learning activities.
- Understand the use of behaviour management strategies and procedures, which contribute to a purposeful learning environment.
- Understand issues relating to equal opportunities, bullying and harassment and be able to respond effectively to incidents and issues.
- Understand health and safety issues relating to teaching space and resources and be able to organise and manage learning activities in a safe environment.
- Understand and be able to use ICT for the advancement of pupils' learning, using common ICT tools for their own and pupils' benefit.

Personal Qualities

A caring attitude towards all
Enthusiasm and sensitivity
High expectations of self and others

Equal Opportunities

An understanding of and a willingness to promote equal opportunities