

Whiteknights Primary School

JOB DESCRIPTION



Job Title: <i>HLTA – Grade 5 Teaching Assistant</i>	Job Ref: SCH 125
School: Whiteknights Primary School	Salary:
Reports To: Phase leader	
Grade: 5	
Employment Status: Permanent	
Hours of Work: Part time – 30 hours per week, term time only.	
Job Purpose: To complement the professional work of teachers by taking responsibility for agreed learning activities. To cover PPA for your year group teacher and provide ad-hoc cover in the absence of the teacher.	
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.	
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: <div style="text-align: center;"><div>Head teacher</div><div>↓</div><div>Phase Leader</div><div>↓</div><div>Class Teacher</div><div>↓</div><div>HLTA</div></div>	

Scope

Financial Accountabilities	NONE
Staff Responsibilities	NONE
Management of Physical Assets	NONE

Summary of Main Contacts

- Teachers;
- Pupils;
- Parents;
- Governors;
- Other school staff;
- Other professionals;
- LA.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in;
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

1. Within an agreed system of supervision, planning, assessing and delivering learning activities to individuals, groups or, short term, whole classes. Adjust lessons/work plans as appropriate.
2. Monitoring pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils (including marking) and modifying teaching strategies. Providing constructive feedback to the teacher verbally and through systematic record keeping.
3. Organising and managing appropriate learning environment and resources taking into account of pupils' interests and language and cultural background.
4. Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
5. Assisting the teacher with the development and implementation of IEP's.
6. Implement agreed work programmes with individuals or groups in or out of the classroom.
7. Assisting in liaison with other professionals respecting confidentiality and provide objective and accurate feedback on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
8. Using behaviour management strategies in line with the school's policy which contribute to a purposeful learning environment.
9. Working in partnership with parents contributing/leading meetings to provide constructive feedback on pupil progress.
10. Monitor, record and analyse pupil data e.g. daily attendance records (as required), prepare class lists, worksheets at the request of the class teacher. Carry out the organisation and collation of pupil reports (as required).
11. Attend INSET Training and help with special occasions in the school's annual calendar (if applicable).
12. Provide cover in the absence of a teacher.
13. Assist with classroom administrative tasks e.g. photocopying, filing, general examination and administration tasks.
14. Supervise pupils on school educational trips (if applicable) and First Aid and/or lunchtime/break time playground supervision (if required).
15. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- Higher Level Teaching Assistant standards or equivalent qualification or experience;
- NVQ Level 2 or equivalent in English and Maths ;
- Knowledge of the requirements of the National Curriculum;
- Training in relevant learning strategies e.g. RWInc, Inspire Maths;
- Specific SEN Training e.g. ASD, Dyslexia (desirable not essential).

Skills/Abilities:

- Working knowledge and experience of implementing national/foundation stage curriculum;
- An ability to meet the requirements of the National Curriculum;
- Good understanding of child development and learning processes;
- Good questioning skills;
- Good observation and assessment skills;
- Ability to work with a team working environment and also able to work independently;
- Can use ICT effectively to support learning;
- Excellent communication and interpersonal skills;
- A desire to constantly improve own practice /knowledge through self-evaluation and learning from others;
- Respects confidentiality at all times;
- Knowledge of the standard of work expected from pupils;
- Understanding their role to assist and supervise pupils on particular tasks (the expected outcomes of individual activities, the length of time allocated to the task etc);
- Managing the general housekeeping of the classroom and supervision of pupils clearing up;
- An ability to speak clearly with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience:

- At least two year's experience of working with children;
- Experience of working with children with special needs is desirable but not essential.

Personal Qualities:

- Calm under pressure, adaptable and energetic;
- Ability to work well as part of a team;
- A caring and positive attitude;
- A good listener and sensitive to pupils' needs;
- A sense of responsibility;
- Proactive;
- Demonstrated positive behaviour management;
- A good sense of humour;
- Flexibility and use of initiative is very important.

Special Factors:

- May need to work flexibly to accommodate educational trips (may include residential);
- Additional paid attendance at staff meetings and INSET days is highly recommended;
- Online completion of Safeguarding training required;
- Responsibility for first aid if required (when not supervising the class).