



Headteacher: Mr John Molyneux

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HLTA JOB SPECIFICATION

JOB TITLE:	HIGHER LEVEL TEACHING ASSISTANT (HLTA)
GRADE:	G7
JOB LOCATION:	ST. AUSTIN'S CATHOLIC PRIMARY SCHOOL, WAKEFIELD
RESPONSIBLE TO:	HEADTEACHER/SENIOR LEADERSHIP TEAM

PURPOSE OF JOB

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

If required, have responsibility for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring of work, appraisal and training.

PRINCIPAL RESPONSIBILITIES

Providing support for pupils, teachers and the whole school as outlined below.

MAIN DUTIES

Support for the Teacher

- Cover classes at short notice in the absence of the class teacher
- With support from Senior Leaders, plan and deliver specific educational activities and interventions for the pupils.
- Deliver pre – planned lessons in the absence of the class teacher for short periods of time (eg PPA), and liaise effectively with parents and carers
- Assist teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback.
- Assist in the assessment of individual pupils – administering and assessing/marking tests and invigilate exams/tests.
- Set up and use equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Assist in compiling and maintaining pupils' records.



- Carry out activities set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Assist in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

- Use knowledge of the EYFS and Primary Curricula to support pupils.
- Work with pupils on individual targets set by teaching staff.
- Assist in the provision of activities for the fullest development of pupils.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Support for the School

- Participating in meetings to review pupil progress
- Assist the school in promoting, developing and enhancing school values and ethos.
- Contribute to the whole School's Self Evaluation process.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

General Requirements

- Attend and participate in training and development activities as required.
- Be an effective role model for the standards of behaviour expected of pupils.
- Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority

Professional Values and Practices

- Have high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, use behaviour management strategies which contribute to a purposeful learning environment.
- Work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.

- Reflect upon and seeking to improve personal practice.
- Work within the school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Build and maintain successful relationships with pupils, parents/carers and staff.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Carry out other duties commensurate with the grade of the post as directed by the Headteacher.

CHARACTERISTICS OF THE POST:

The ability to regularly attend meetings as required by the Headteacher/Senior Leadership Team.

Employees are encouraged to participate in training activities in order to enhance their own professional development.

<u>Knowledge, skills and experience requirements for the post.</u>		
	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications/ Training</u>	Higher Level Teaching Assistant status	
	Level 2 Numeracy/ Literacy Or willingness to work towards	OR
	Training in relevant learning strategies e.g. literacy.	Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)
<u>Knowledge & Skills</u>	Can use ICT effectively to support learning. Full working knowledge of relevant policies/codes of practice legislation. Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies Good understanding of child development and learning processes.	
	Understanding of statutory frameworks relating to teaching.	

	<p>Ability to organise, lead and motivate a team.</p> <p>Constantly improve own practice/ knowledge through self-evaluation and learning from others.</p> <p>Appropriate knowledge in First Aid</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p>	
<u>Experience</u>	At least one year's experience of working with children of the relevant age range in a learning environment.	

