



Job Description

Post Title: Higher Level Teaching Assistant
Salary: Grade 8
Location: Based at Oldfleet Primary School

Organisational: Reporting to: Head Teacher/Senior Leadership Team

Purpose of Role

To complement the professional work of teachers by taking responsibility for learning activities under the professional direction and supervision of a qualified teacher. This will 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. Responsible 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

Key Responsibilities

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.
- 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, KS3, early years 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' 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
- 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 an 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
- 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
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others. As an employee of the Yorkshire & the Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

Safeguarding

The Yorkshire & the Humber Cooperative Learning Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	Manage other teaching assistants
Responsibility for Customers/Clients:	Safeguarding welfare of children. Promoting inclusion of all and modelling behaviour of young people.
Responsibility for Budgets/Financial resources:	None
Responsibility for Physical Resources:	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils

Personal Specification

		E	D	How Identified
Qualifications	Higher Level Teaching Assistant qualification or willing to achieve within the first year	✓		AF, QC, R, I
	GCSE in English & Maths at Grade C or above	✓		
	Commitment to attending all relevant training including staff meetings	✓		
Relevant Experience	Experience in working flexibly across the school including the Foundation Stage and Key Stages 1 and 2	✓		AF, R
	Recent experience of working as an HLTA in a Primary School setting meeting all required standards	✓		AF
	Lesson observations good or better with positive feedback	✓		R
	Experience of teaching phonics	✓		AF, R
	Experience of preparing and mounting displays		✓	
Skills (including thinking challenge/ mental demands)	Excellent classroom practitioner	✓		AF, I, R
	Excellent Literacy/Numeracy skills	✓		
	Willingness to learn, acquire and apply new skills	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children	✓		
	Use IT effectively to support learning and communication	✓		
	Experience of Co-ordinating a subject across the school		✓	
	Relevant experience of developing and implementing IEP's	✓		
	Commitment to Restorative Practices	✓		
	Good organisational skills in the work place	✓		
	High levels of drive, motivation, enthusiasm and high expectations of staff and pupils	✓		
	Knowledge of EYFS & KS1 & KS2		✓	
	Willingness to support extra-curricular activities		✓	
Interpersonal/ Communication Skills	Excellent level of Interpersonal and communication skills:- (a) Written (b) Oral skills (c) Computing	✓		
	Ability to work independently and as part of a team	✓		
	Ability to establish good professional relationships and effective working relationships with all stakeholders	✓		
Knowledge	Understanding of and commitment to equality of opportunity	✓		AF, I, R
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
	Full working knowledge of relevant policies/codes of practice/ legislation including SEN	✓		
	Working knowledge and experience of planning and implementing the National Curriculum and the Foundation Stage curriculum	✓		
Disclosure & Barring Service:	Safeguarding Training (Level 1)		✓	
	The successful candidate's appointment will be subject to the School obtaining a satisfactory and Enhanced disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).	✓		DBS
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF(after short listing)