



Derby Grammar School

Where you belong

Job title	Higher Level Teaching Assistant
Purpose	To cover sessions and support teachers so that they can focus on teaching and learning.
Responsible to	Head (or, in their absence, the Senior Teacher)
Safeguarding	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.
Full time / part time	Part time 0.2fte – 1 day per week (flexible with working day)
Salary	Competitive

Job Description

Duties

This job description describes in general terms the normal duties which the HLTA will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

1. Under the direction of a teacher, plan, prepare and deliver learning activities with individuals, groups and for short periods of time, whole classes. Assess, record and report on pupils' progress.
2. Support the use of ICT in the curriculum.
3. Take responsibility for the tracking and maintenance of pupils' reading records and reporting progress to class tutor. Tracking the progress of children and monitoring pupils who are failing to read at home. Devising and maintaining a reading rota to read with children identified by English coordinator.
4. Assist in the educational and social development of pupils under the direction and guidance of the Head, SEND Lead and class teachers.
5. Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
6. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.

7. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
8. Assess the needs of pupils, and use detailed knowledge and specialist skills to support and advance learning.
9. Assist class teachers with maintaining student records.
10. Be aware of and work within school policies and procedures.
11. Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
12. Support students with emotional or behavioural problems and help develop their social skills.

Administrative duties

1. Prepare and present displays of students' work.
2. Support class teachers in photocopying and other tasks in order to support teaching. (This may include small amounts of marking)
3. Undertake other duties from time to time as the Head requires.

Standards and quality assurance

1. Support the aims and ethos of the school [*e.g. behaviour, dress and academic expectations of pupils*]
2. Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Contribute to the development of school policies and procedures.
4. Set a good example in terms of dress, punctuality and attendance.
5. Attend team and staff meetings, where requested by Head.
6. Undertake professional duties that may be reasonably assigned by the Head [*e.g. supervising classes in teacher absence including games, PE, assisting with trips or journeys to swimming pool*]
7. Be proactive in matters relating to health and safety.
8. Supporting the school: working with parents and with other professionals.

Other duties and responsibilities

1. With other staff, take responsibility for the appearance and presentation of communal areas. (*The main Primary corridor including the display boards, the Art Cupboard, the Paper Cupboard, the sink and the Primary Office with the exception of HoD's desk*)
2. Participate in training and other learning activities and performance development as required.
3. Attend relevant meetings as required.
4. Contribute to the overall ethos, work and aims of the school.
5. Supervision of pupils at certain time. (e.g. break, lunch-time)