

# St Peter's London Docks C of E Primary School



Garnet Street, London, E1W 3QT

<https://www.splds.org.uk/>

(Ofsted Outstanding 2019)



## Higher Level TA

### JOB DESCRIPTION

#### **Job purpose**

To provide higher level support for teaching and learning, having due regard to the school's aims, objectives, schemes of work and policies and relevant national requirements. To be committed to safeguarding and promoting the welfare of children and young people.

Under the direction and supervision of the teacher/SLT, to work with whole classes, smaller groups and individuals, carrying out 'specified work' as outlined in regulations and guidance under Section 133 of the Education Act 2003.

#### **Duties and Responsibilities**

##### **Professional Standards**

- ✚ To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- ✚ To demonstrate and promote the positive school values, attitudes and behaviour expected from pupils at all times.
- ✚ To work collaboratively with colleagues, and carry out your roles effectively, knowing when to seek help and advice and maintain confidentiality
- ✚ To liaise sensitively and effectively with parents and carers, recognising their roles in pupils learning.
- ✚ To improve your own practice, including through observation, evaluation and discussion with colleagues.

##### **Planning and Expectations**

- ✚ Contribute effectively to teachers' planning and preparation of lessons including resources.
- ✚ Work within a framework set by the teacher, plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.

## **Teaching and Learning Activities**

- ✚ Advance pupils' learning in a range of classroom settings, including working with individual, small groups and whole classes during the short-term absence of teachers.
- ✚ To act as a role model for support staff colleagues, to guide their work to enhance teaching and learning in the classroom.
- ✚ Organise and manage safely the learning activities, physical teaching space and resources for which they are given responsibility.
- ✚ Use clearly structured teaching and learning activities that maintain interest, motivate pupils, and advance their learning.
- ✚ Use behaviour management strategies in line with the school's policy and procedures.
- ✚ Communicate effectively and sensitively with pupils to support their learning.
- ✚ Promote and support the inclusion of all pupils in the learning activities in which they are involved.

## **Monitoring and Assessment**

- ✚ Monitor pupils' responses to learning tasks and modify your approach accordingly.
- ✚ Support teachers in evaluation pupils' progress through a range of assessment activities.
- ✚ Maintain and analyse records of pupils' progress.

## **Other**

- ✚ To cover classes as required, delivering the curriculum planned by the class teacher
- ✚ Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the designated manager/head teacher.