

Job Description Higher Level Teaching Assistant- Grade 6

General

* Have regard for the Children Act 2004 and treat all pupils with respect and provide for their personal, educational and learning needs.
* Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
* Be a member of the team who make up the whole school staff.
* To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparation 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 of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work/appraisal and training.

Key Area: Curriculum Delivery

* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupils’ responses/needs.
* Deliver local and national learning strategies e.g. literacy and numeracy.
* 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.
* Work unsupervised with individual children, small groups and whole class under the overall supervision of the class teacher.

Key Area: Support for Teachers

* 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 provide 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 and carers in pupils’ learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
* Administer and assess/mark tests and invigilate exams/tests.

Key Area: Pastoral Care

* Know the individual children
* Talking and listening to children
* Lead nurture groups where appropriate.
* Communicate with parents and external agencies
* Communicate with other team members
* Provide advice and support to the team of support staff.
* Contribute both the physical and emotional health and well -being of the children.

Key Area: Line Management (where appropriate)

* Lead and support other teaching assistants
* Liaise between SLT/teaching staff and teaching assistants
* Hold team meetings with classroom assistants.
* Identify training needs and co-ordinate the continuous professional development opportunities for teaching assistants.

Key Area: Support for the School

* Contribute to the overall ethos/work/aims of the school.
* Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.
* Comply with and assist with the development of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection reporting concerns to an appropriate person.
* Be aware of and support equality and diversity policies and ensure all pupils have equal access to opportunities to learn and develop.