St Patrick’s RCVA PRIMARY SCHOOL

JOB DESCRIPTION

Name:

Post Title: Teaching Assistant 4 (HLTA) – Grade 6

Responsible to: The Governing Body and Headteacher

Key duties:

1. To discharge professional duties in such a manner as to maintain and develop the Catholic character of the school
2. To understand and appreciate the need for discretion and confidentiality when dealing with

school matters.

1. Use expertise to plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
2. Assess, record and report on development, progress and attainment
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants at this level are expected to undertake the following as directed:
   1. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
   2. Provide specialist support to pupils where English is not their first language
   3. Provide specialist support to gifted and talented pupils
   4. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject)
   5. Liaise with staff to regularly cover PPA sessions

10. As a named first aider, care for sick and injured children, informing parents by telephone

and escorting children home or to hospital if necessary.

Teaching Assistants in this role may also:

1. Develop and implement individual development plans for pupils (such as Education Health Care/Support plans) including attendance at, and contribution to, reviews
2. Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
3. Contribute to the development of policies and procedures
4. Provide short- term cover supervision of classes
5. Manage the work and development of other classroom support staff
6. Be responsible for the preparation, maintenance and control of stocks of materials and resources
7. Liaise with external agencies on a regular basis
8. Provide pastoral care to pupils
9. Be responsible for pupils who are not working to the normal timetable
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Invigilate exams and tests
12. Be responsible for the presentation of displays

**Indicative knowledge, skills and experience**

* Meet the professional standards for Higher Level Teaching Assistants.
* May have, or be working towards a relevant Foundation degree.
* Demonstrate specialist skills that may be appropriate to key duties 9 (a-e) above.
* Knowledge and compliance with policies and procedures relevant to child protection and health and safety.