

Wingate Junior School

"Working for Everyone"

Job Description



Higher Level Teaching Assistant

Permanent-Full Time-(37 hours)-Term Time Only

Support Staff Salary Scale-Grade 6 Point 21-25 (£20,138-£22,658) pro-rata

You are required to carry out such duties as may be reasonably directed by your Head Teacher from those described in the "Local Government Pay & Conditions Document-2017" which is linked to the National Agreement for Pay & Conditions of Service.

- ♦ **Key Area--Assisting with lesson delivery in Class**
- ♦ **Key Tasks**

To complement teachers' delivery of the national curriculum and to contribute to the development of other support staff, pupils, policies and strategies.

Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning and evaluating and adjusting lesson plans. Helping teachers to evaluate pupils' progress through a range of assessment activities including the school's core assessment programme "Learning Ladders". Promote and support the inclusion of all pupils, including those with specific needs. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils. Help to organise and safely manage the classroom learning environment as well as resources.

Working with small and medium sized groups of children or individuals on supervised tasks. This may involve working in class or in another room but the supervision and support will always be available. You will be directed by the Head Teacher regarding classroom placement.

Working on support programmes such as the Reading Recovery Programme (Lexia), Booster Literacy or Intervention Maths programmes, if required, under the supervision of the Head Teacher.

- ♦ **Key Area--Additional Directed Duties**

- ♦ **Key Tasks**

To supervise one section of the *walking bus* programme on a daily basis.

At times you will be required to assist with other school activities not linked directly to the classroom. These will be such tasks as helping with educational trips, assisting with school productions, helping with office duties etc.

P.P.A.-You are required to cover for identified teaching staff during P.P.A. allocations at certain times during the week but this will not be excessive and you will always receive one afternoon per week for planning and preparation purposes to help you in your supporting role.

You will also be required to provide cover for whole classes during any short-term absence of teachers.

- ♦ **Key Area--Pastoral Care**

- ♦ **Key Tasks**

Knowing the individual pupils in your "charge".

Talking and listening to pupils. Giving appropriate help and guidance, if applicable.

Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour.

- ♦ **Key Area-School Identity**

- ♦ **Key Tasks**

Promoting a positive image of the school to pupils, parents and visitors.

Assisting staff to help involve the pupils in the life of the wider community.