



## **JOB DESCRIPTION**

### **Higher Level Teaching Assistant: Primary**

#### **Main Duties**

- Delivering literacy, numeracy and other SEND interventions to groups of students
- Covering whole classes to allow teachers to complete their PPA time

#### **Planning**

- a) Plan and prepare interventions and tutorials with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- b) Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

#### **Teaching and Learning**

- a. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes, small groups or tutorials.
- b. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- c. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- d. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- e. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- f. Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

#### **Monitoring and Assessment**

- a. With teachers evaluate pupils' progress through a range of assessment activities.
- b. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- c. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- d. Assist in maintaining and analysing records of pupils' progress.
- e. Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

### **Mentoring, Supervision and Development**

- a) Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training
- b) Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.

### **Other**

- To undertake other duties appropriate to the post that may reasonably be required from time to time
- Any other duties required by the Teaching Lead, or Assistant Principal, SEND.

## Person Specification

	CRITERIA	Essential / Desirable
<b>Personal Qualities</b>	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness	E
	Passionate about fostering a love of learning	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	E
	Conscientious and diligent work ethic	E
	High expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults	E
<b>Professional Dispositions</b>	Commitment to the Academy's Christian ethos and educational purpose	E
	Pro-active in using initiative	E
	Creative, constructive, insightful and innovative approach to problem-solving	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising own workload	E
	Flexibility, on occasions and within reason, in approach to working hours	D
	Evidence of learning beyond the workplace	D
<b>Qualifications</b>	5 GCSEs or equivalent A*-C, including Maths and English at C or higher	E
	A-levels or equivalent.	D
	Degree or similar level vocational / professional qualifications	
	Higher Level Teaching Assistant (HLTA) qualification or similar	D
<b>Experience</b>	Able to work effectively as part of a team	E
	Teaching/ leading literacy and numeracy interventions	E
	Teaching or supporting the teaching of early reading	D
	Working with and supporting students in a classroom environment	E
	Experience of teaching whole class groups	E
	Experience of supporting students with Literacy difficulties and Dyslexia	E
<b>Knowledge</b>	Excellent Literacy skills	E
	Sound knowledge of Safeguarding	E
	Competent in using Microsoft applications (esp. Word, Excel, PowerPoint)	E
	Ability to plan, organise and prioritise effectively	E
<b>Communication skills</b>	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally.	E
	Complete discretion and confidentiality	E