



Bishop Wilkinson
Catholic Education Trust

Job Description

Post Title: Higher Level Teaching Assistant

Salary: Grade G, SCP 19 - 23

Reports To: Headteacher

Job Purpose

- To deliver PPA cover across the school, as well as individual and small groups teaching as and when required within agreed systems of supervision

Main Duties and Responsibilities

- Providing support for pupils, teachers and the whole school as outlined below

Additional Information

Provide support for pupils by:

- Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters
- Supervising and supporting pupils ensuring their safety and access to learning
- Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging interaction with others and engaging pupils in activities led by the teacher
- Encouraging pupils to act independently as appropriate
- Supervising and providing support for pupils with special needs
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Supporting and monitoring the challenging and demanding expectations set by the teacher and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Providing support for the teacher by:

- Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupils' work
- To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.
- Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
- Undertaking pupil record keeping as requested
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- Providing clerical/admin. support e.g. photocopying, collecting money etc.



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- Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Maintaining constructive relationships with parents/carers
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Contributing to the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed.

Providing support to the school by:

- To plan, prepare and teach lessons in accordance with the requirements of the National Curriculum using an inquiry based approach
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and teaching classes.
- Being committed to the safeguarding and promotion of the welfare of children and young people.
- Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
- Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall Catholic ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Such other responsibilities allocated which are appropriate to the grade of the post
- To take responsibility for a group under the supervision of the teacher.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- To build positive relationships with pupils across the whole school
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.



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- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

May 2026