

DNDLT Higher Level Teaching Assistant

Holy Trinity Rosehill CofE Primary School

Job Description

Grade: 19-22

Responsible to: Deputy Head Teacher and Head Teacher

Job Purpose:

- Deliver learning activities under an agreed system of supervision. This may involve routine planning, preparing and delivering learning activities for individuals, groups or whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.
- Provide cover for absent teachers.
- Manage and develop a specialist area within the school.
- Line manage other teaching assistants as allocated.

Main Duties and Responsibilities

The following are a list of main duties and responsibilities of the post. The list is not exhaustive and the postholder is expected to undertake any other duties as may reasonably be required.

Support for Teaching and Learning

1. Deliver high quality lessons and interventions to whole classes, small groups and individuals as required including providing cover for absent teachers.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives. Evaluate and adjust lessons and work plans as appropriate.
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Record progress and achievement in lessons and activities systematically and providing evidence of range and level of progress and attainment.
6. Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
7. Support the role of parents in pupils' learning and contribute to and lead meetings with parents to provide constructive feedback on pupil progress and achievement etc.
8. Administer, assess and mark tests and invigilate exams and tests.
9. Produce lesson plans and worksheets.
10. Assist with the development and implementation of SEND Support Plans and to provide support for pupils with special educational needs in accordance with those plans, risk assessments and Educational Healthcare Plans, as required.
11. Provide general administrative support including the display of pupils work as required.

Support for the Curriculum

1. Support with whole school curriculum development, differentiation and evaluation, taking into account complex and profound learning difficulties as well as pupils' interests, language and cultural backgrounds.

2. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil needs and responses.
3. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, reading, phonics, early years, monitoring and reporting on pupil progress as required.
4. Support the use of IT in learning activities and develop pupils' competence and independence in its safe use.
5. Advise on appropriate deployment and use of specialist aid, resources and/or equipment.
6. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
7. Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their safe use.

Supervision of Staff

1. Provide operational line management to teaching assistant and staff as allocated.
2. Hold regular team meetings with line managed staff.
3. Undertake recruitment, induction, appraisal, training and mentoring for line managed staff.

Support for the Wider School

1. Be aware of and comply with policies and procedures relating to safeguarding, child protection, behaviour, anti-bullying, anti-racism, equal opportunities health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of and adhere to Trust and school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
3. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
4. Build and maintain positive and constructive working relationships with pupils, families and colleagues to maximise pupils' progress and development and maintain the overall ethos and vision of the school and wider Trust.
5. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
6. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
7. Deliver out of school learning activities within guidelines established by the school.
8. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
9. Participate in meetings, training and other learning activities and performance development as required.
10. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
11. Administer medication.
12. Accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/trip leader.
13. To act as a Designated First Aider for staff if required.

Higher Level Teaching Assistant

Person Specification

Criteria	Essential/ Desirable
Education/Qualifications	
Effective literacy and numeracy skills (a level 2 qualification in English and mathematics or be able to offer evidence of commensurate work experience)	E
Meet Higher Level Teaching Assistant standards or equivalent qualification or be able to offer evidence of commensurate experience	E
Hold a relevant Level 4 Higher Level Teaching Assistant qualification	D
Experience	
Experience working with children of relevant age in a learning environment	E
Good understanding of child development and learning processes	E
Understanding of statutory frameworks relating to teaching	E
Ability to organise, lead and motivate a team	E
Previous experience working directly with parents/carers	D
Experience working with other agencies and professionals	D
Skills/Knowledge	
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes and strategies	E
Working knowledge of the barriers to learning for children and young people and their families	E
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies	E
Training in relevant learning strategies, e.g. literacy, numeracy and/or phonics	D
Excellent interpersonal and communication skills with the ability to relate well to children and adults	E
Effective knowledge of IT with ability to use effectively to support learning	E
Excellent organisation and prioritisation skills with the ability to manage workload autonomously and to deadlines	E
Personal Attributes	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: • Motivation and commitment to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitude to use of authority and maintaining discipline	E
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	E
Able to main confidentiality at all times	E
Understanding of equality and diversity issues with the ability and commitment to promote and develop positive initiatives in all aspects of work	E
Committed to the Christian ethos and values of the school and Trust.	E
Additional Requirements	
Proof of identity and eligibility to work in the UK	E
Satisfactory Disclosure and Barring Service check at Enhanced Level including Children's Barred List check	E

A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment) that meet the requirements of Part 3 of Keeping Children Safe in Education	E
Confirmation that the applicant is not prohibited or been issued with a sanction that prevents them from carrying out teaching work	E
Proof of qualifications	E
Confirmation of mental and physical fitness for the post	E
Confirmation that the applicant is not disqualified from working in childcare (for relevant posts only)	E