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Guisborough
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Head teacher: Mr. C. Gibson

Job Specification

Job Title: Higher Level Teaching Assistant (including Lunchtime Supervision)

Responsible to: Class Teacher / SENDCo / Headteacher

Contract type: Permanent – Term time + 5 days

Hours: 32.5 hours per week

Salary: Grade D, SCP 12–14 (£29,542–£30,515 per annum), pro rata, depending on experience.

Purpose of the Role

To work under the direction of the class teacher to support teaching and learning across the primary age range, including Early Years. The post holder will assist in creating a positive, inclusive learning environment where all children are valued, supported and encouraged to reach their full potential.
This role also includes lunchtime supervision, contributing to the safety and wellbeing of pupils during the school day.

Key Responsibilities

Support for Pupils

- Work with individuals, small groups or the whole class under the direction of the class teacher, delivering planned learning activities across the primary age range, including Early Years
- Provide targeted support for pupils with special educational needs (SEN), those with English as an additional language (EAL), and any pupil requiring additional academic or pastoral care
- Apply the principles of nurture in everyday interactions, helping children feel safe, understood and ready to learn
- Promote independence, self-esteem and positive relationships among pupils
- Support pupils' emotional and social wellbeing, reporting concerns to the class teacher as appropriate

Support for the Teacher

- Implement planned learning activities and adjust approaches in response to pupils' needs
- Cover class teacher absence and timetabled PPA as required

- Assist with monitoring, assessing and recording pupil progress under the direction of the teacher Provide regular, constructive feedback to the teacher on pupil progress, responses and behaviour Support the preparation and organisation of classroom resources and displays
- Assist in the development and implementation of SEN Support Plans or Behaviour Plans where relevant
- Contribute to planning and evaluation of learning activities

Lunchtime Supervision

- Supervise pupils during the lunchtime period, ensuring their safety, wellbeing and positive behaviour
- Promote positive play and social interaction, modelling the school's values at all times Manage behaviour calmly, consistently and in line with school policy
- Report any concerns or incidents to the appropriate member of staff promptly

Support for the School

- Actively contribute to the overall ethos and aims of the school, embodying the school motto in all interactions
- Work collaboratively and constructively as part of the wider school team
- Comply with all school policies, including safeguarding, health and safety, confidentiality and data protection
- Attend and participate in relevant staff meetings and training
- Accompany staff and pupils on educational visits and out-of-school activities as required Support the invigilating of assessments and tests as directed