



Post Holder:

Job Title: Higher Level Teaching Assistant (HLTA)

Salary: SCALE 4 (SCP 7 – 11)

Hours: 30 hours

This job description outlines the main duties and responsibilities of a **Higher Level Teaching Assistant** at St Andrew's Church of England (Voluntary Aided) Infant School.

Prime objectives of the Post

- a) To work unsupervised as directed by the Headteacher, Deputy Headteacher or Class Teachers supporting and delivering learning. Working under guidance to deliver learning, getting involved in the whole planning cycle, implementing intervention programmes, evaluating and record keeping, supervision cover of whole classes and specialist SEN/subject/other support.
- b) To provide short-term cover (PPA, training release, SLT meeting, SEND meeting, teacher absence) and be responsible for the whole class and the classroom staff in the absence of the class teacher.
- c) To maintain high standards behaviour, ensuring continuity in the class teacher's absence and acting in accordance with the school's behaviour policy.
- d) To teach the whole class following the planned lesson objectives and guidance set by the Class teacher/Inclusion Coordinator in his or her planning, discussing this prior to teaching and delivering high quality learning experiences based on the Foundation Stage Curriculum or National Curriculum objectives.
- e) To promote the use of Assessment for Learning across the curriculum and lead by example to other Teaching Assistants through observation, questioning and assessment.
- f) To adapt or devise clearly structured activities that interest and motivate learners and advance learning.
- g) Be confident managing the behaviour of up groups and whole classes of children in the classroom.
- h) Maintain class progress tracking records (skills checklists)
- i) To support children with reading.
- j) To attend to the welfare and social well-being of the children and to be aware of their needs regarding cleanliness and tidiness, clothing and footwear, discipline and behaviour, safeguarding and Child Protection in line with the school's policies.
- k) Liaise with parents and carers at the end of the day ensuring any information is received and children are handed over safely.
- l) To attend Staff Development Meetings (3.30 – 5pm) where important on request.

Range of decision-making:

You will be expected to make 'common-sense' decisions about the education and welfare of pupils, under guidance received from Class Teachers, the Inclusion Coordinator, Deputy Headteacher and the Headteacher.

Range of Duties:

In addition to the 33 professional standards for HLTA status it is expected that the post holder can also fulfil the school's Teaching Assistant Post duties:

1. To help to plan and prepare work alongside the class teacher.
2. To carry out learning activities effectively as directed by the teacher

3. Communicate appropriately with children, making instructions clear and simple to ensure they understand the task set and re-explain if necessary
4. To observe the way pupils are responding and interacting, and support those who may be having difficulties
5. Encouraging participation of all children and families.
6. Promoting independence.
7. Supervision of children over playtime.
8. To comfort and care for pupils who have soiled themselves and to deal sympathetically with those who are ill, meeting individual's needs (under the guidelines of the Calderdale Intimate Care Needs Guidance, 2010)
9. To give first aid to children with minor injuries received during the school day and to report incidents/actions according to school policy.
10. To undertake training and the administration of any medicines to meet the needs of individual pupils as detailed in their Health Care Plans.
11. To escort and supervise children on out of school activities, which may or may not be under the supervision of a member of the teaching staff.
12. To help children find lost/misplaced items or clothing.
13. To assist in the preparation of classroom materials e.g. paint, flashcards, workbooks, worksheets, visual aids, ICT equipment etc.
14. To help organise and maintain classroom/school equipment and assist the Class Teacher in maintaining classroom cleanliness and tidiness.
15. To help maintain the classroom/school stockroom and keep stock at an appropriate level.
16. To assist in the display of pupils' work.
17. To work with individuals or groups of children under the direction of the Class Teacher.
18. To assess individuals or groups of children under the direction of the Class Teacher.
19. To support children with Special Educational Needs, liaising with the Inclusion Coordinator to discuss the progress of targeted pupils as appropriate
20. To treat each child's efforts with respect and to record children's achievements in accordance with school policy.
21. Help maintain discipline in the classroom, in the corridors, outside and when on visits.

- 22. To support the Class Teacher and fit in with his/her ways of working.
- 23. To be aware of school policies with regard to curriculum and pastoral matters.
- 24. To help the Headteacher and Staff in laying the foundations for the future mental, physical, moral and spiritual development of each child by supporting the Christian ethos of the school and by attending daily worship.
- 25. To help establish and maintain a relaxed working atmosphere where high standards are encouraged.
- 26. To support the Governors, staff, children and parents by being a member of a team.
- 27. To be adaptable and show common sense.
- 28. To undertake or offer any activity, which you feel, would benefit groups or all of the children and extend and enrich the life of the school.

Note 1

This job description may be amended at any time after consultation with you.

Note 2

The Governors of a Voluntary Aided School are the employers of the staff.

Signed.....(Post Holder) Date.....

Signed:(Headteacher) Date:.....