



## **JOB DESCRIPTION**

**POST TITLE:** Higher Level Teaching Assistant

**GRADE:** Scale 4 (SCP 7 - 11).

**RESPONSIBLE TO:** Executive Headteacher

### **PURPOSE OF THE JOB**

The postholder will be subject to the direction and supervision of a qualified teacher in delivering agreed learning activities. This may involve planning, preparing and delivering learning activities for individuals/groups of pupils or for whole classes where the assigned teacher is not present ie PPA and cover role. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop.

To assess, monitor and evaluate the impact and progress of individual pupils and to be responsible for the promotion and safeguarding the welfare of pupils in school.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Supporting the Pupil**

1. To monitor pupils' responses to activities and modify the approach accordingly
2. To devise clearly structured activities that interest and motivate pupils and advance their learning
3. To support working relationships with the pupils, acting as role model and setting high expectations and meeting the diverse personal needs of pupils whilst encouraging their independence
4. To support pupils with special educational needs through the delivery of specific learning programmes. Contribute to the setting of individual education, health and care plans (EHC) and to undertake reviews
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are interested, motivated and engaged in activities
6. To undertake monitoring and assessment of pupils' work using detailed knowledge to support pupils' learning
7. To provide feedback to pupils in relation to their progress and achievement as outlined in school policies.
8. Using clearly structured teaching and learning activities that motivate and interest pupils and advance learning.
9. To carry out first aid duties as required.

#### **Support for the class teacher**

1. Undertake 'specified work' involving teaching and learning activities with individuals, groups or whole classes of pupils

2. Within an agreed system of supervision, to support the teacher in developing lessons
3. To organise and manage appropriate learning environments and resources
4. To contribute to recording, maintaining and analysing records of pupils' progress
5. To support the evaluation of pupil progress using a range of assessment techniques and feedback the achievements of pupils to colleagues through the agreed monitoring systems
6. To establish, develop and maintain constructive relationships with parents/carers to support their child's learning
7. Provide objective and accurate feedback reports on the range and level of pupil achievement and progress
8. Support the management of the behaviour policy for pupils promoting pupil self-control and independence
9. Contributing to maintaining and analysing records of pupils' progress including inputting data for assessments.
10. Carrying out administrative tasks including putting up displays etc

### **Support for the Curriculum**

1. To know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
2. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use
3. Within an agreed system of supervision, to deliver learning and teaching activities and adjust according to pupils' responses/needs
4. To actively investigate courses and activities outside of the school
5. To advise, demonstrate and assist in the safe and effective use of specialist equipment/materials
6. Deliver local and national learning strategies eg literacy, numeracy, key stages and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
7. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
8. To train and support other teaching assistants in initiatives such as behaviour management strategies, specialist intervention projects etc.

### **General**

1. Attend meetings as required by the line manager
2. To take part in any CPD activities appropriate to the role.
3. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
4. The postholder will be required to undertake any other professional duties as required by their line manager.