



Job Description for Higher Level Teaching Assistant

Job Purpose and Main Duties and Responsibilities

Teaching and Learning

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning within the school's procedures.
- Plan challenging teaching and learning activities to meet key objectives, adjusting activities according to pupil responses/needs.
- Deliver engaging lessons or group sessions.
- Extend children's learning through effective questioning
- Evaluate and adjust planning as appropriate.
- Use ICT effectively to support learning activities and develop pupils' skills, competence and independence in its use.
- Have a relentless drive to ensure that all children achieve their potential.
- Organise and manage an appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within the school's behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Be literate and numerate and model these skills when supporting children in learning.
- Support the school with provision for all groups so that all children make progress, including pupil premium, gender groups, SEN, disability, more able, EAL and other identified groups.
- Identify needs and preferences to provide opportunities for risk, challenge and personal growth.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Gather and report from and to parents/ carers as required.

Working with others

- Interact with teaching and non-teaching colleagues in a positive manner seeking to establish and maintain productive relationships in order to promote and improve the quality of teaching and learning in the school as well as the pastoral care of its pupils.
- Liaise between leadership, teaching staff and teaching assistants.
- Establish constructive relationships with parents/carers.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations at all times.
- Support pupils consistently while recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote positive self-esteem and develop independence, employing strategies to recognise and reward achievement.
- Provide appropriate feedback to pupils in relation to progress and achievement.
- Following school procedures, attend to pupils' personal needs and implement related personal programmes, including social, health, physical, behavioural, hygiene, medical and welfare matters. This will include assisting with the administration of medication in accordance with individual's Health Care Plan.
- Provide support and assistance for children's pastoral needs in line with our Inclusion and SEN Policy and seek guidance from the Inclusion Team where required.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Liaise and co-operate with all other professionals relevant to the education and well-being of the children.

Other duties and responsibilities

Under the direction of the Class Teacher, Inclusion Lead and Head Teacher:

- Actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe school policies and procedures to keep children safe from harm.
- To promote the agreed vision, aims and values of the school.
- To follow and implement school policies and procedures.
- Support and guide other teaching assistants as appropriate or directed.
- Assist with training and mentoring for other teaching assistants as directed.
- Attend Staff/Teaching Assistant/other appropriate meetings as directed.
- Support the schools administrative team to ensure the effective management and acquisition of resources throughout the school.
- To undertake any relevant training.
- To attend parent/carer information meetings, to provide advice and support as required or directed.
- Participate on school activities and appropriate staff meetings.
- Clean and check books, toys, dressing-up clothes and other equipment and materials and, as necessary, assist in their repair and production.
- Be emotionally resilient.

To undertake such other reasonable duties as required for the effective carrying out of the post, consistent with the grade of the post and experience of the post holder.

Please note that the above duties are not set out in any particular priority – the school views them all as important. It is the school's policy and a condition of your contract of employment that the job description be kept under review and may be varied from time to time to meet changing needs.

Line Manager: Inclusion Lead