



## Higher Level Teaching Assistant Job Description

**Pay Scale:** 12 – 17

### **Responsible to:**

Executive Headteacher & Head of School but working with a qualified teacher on a day to day basis. Liaises with teachers, other support staff, health and education specialists, parents, visitors and volunteers.

### **Purpose of role:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups (or short-term, whole classes.) Also for monitoring and assessing individuals/groups (or short-term, whole classes) under an agreed system of supervision.

### **Principal Accountabilities or Activities**

Undertakes the job description of a Teaching Assistant at NVQ level 3 but to a higher level of expertise and experience, able to undertake, or contribute to, the development of strategies and policies and able to work with greater freedom and initiative. A Higher Level Teaching Assistant can deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. The main additional responsibilities are set out below.

### **Main responsibilities:**

#### **Support for Pupils**

- To assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- To be involved with the development and implementation of PLPs when necessary.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

#### **Support for the Teacher**

- To take responsibility for organising and managing appropriate learning environments and responses.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning intentions.
- To provide objective and accurate feedback and reports, as required, to the teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. To undertake the marking of pupils' work (under the direction of the teacher and in line with the schools' marking policy) and accurately recording achievement/progress. To administer, invigilate and assess routine tests.
- To establish a clear framework for disciplinary matters. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents, in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- To liaise, sensitively and effectively, with parents/carers as agreed with the teacher, within your role/responsibility and to participate in feedback meetings with parents e.g. SEN EHCP Review meetings, as directed.

### **Support for the Curriculum**

- To implement agreed learning activities/teaching programmes, adjusting activities according to pupil response/needs, and making effective use of all opportunities provided by other learning activities to support the development of literacy and mathematical skills.
- To help pupils access learning activities through specialist support, including supporting the use of ICT in these learning activities, so as to develop pupils' competence and independence in ICT.
- To determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Headteacher.
- Be willing to work on both Federation sites if needed.