



JOB DESCRIPTION

DIRECTORATE: Education	NAME OF SCHOOL: Cyril Jackson Primary School
POST TITLE: Higher Level Teaching Assistant	GRADE: Scale 5
<p>RESPONSIBLE TO: AHT Provision</p> <p>STAFF SUPERVISED: Small group of Teaching Assistants</p> <p>RESPONSIBLE FOR: Teaching Assistants Appraisal</p>	
<p>PURPOSE OF THE JOB</p> <ul style="list-style-type: none"> • To provide higher level support for pupils, the teacher and the school in order to raise standards of achievements for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life. • Under the direction and supervision of the class teacher, to work with whole classes, smaller groups and individuals, carrying out 'specified work' as outlined in regulations and guidance under Section 133 of the Education Act 2003. • To provide effective support to less experienced colleagues. 	
<p>MAJOR DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning. 2. To help pupils to access the full curriculum, at the same time promoting independent learning. 3. To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help maintain individual and group records. 4. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues. 5. To help prepare and maintain a purposeful, orderly and supportive environment for learning. 6. To provide care with regard to the physical welfare of pupils. 7. To draw on specialist skills and knowledge to respond effectively to pupils with additional educational needs. 8. To contribute to the induction programme for newly appointed teaching assistants and provide mentoring support to trainees on work placements. 	
<p>JOB ACTIVITIES RELEVANT TO ALL TEACHING ASSISTANTS</p> <ol style="list-style-type: none"> 9. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/SENDCO. 10. To support the organization of the learning environment, including the production, maintenance and storage of resources. 11. To meet regularly with the class teacher /SENDCO during contracted hours to discuss pupils progress and to 	

plan and review support.

12. To attend formal meetings during contracted hours to discuss pupils' progress with parents and other professionals as part of the relevant staff group.
13. To support the school's aims and ethos.
14. To familiarise with, actively support and comply with all the school's policies and procedures e.g. Health and Safety, Equal Opportunities, Child Protection, Behaviour.
15. To undertake supervision of playground activities and after-school clubs as directed by the Headteacher.
16. To undertake care tasks related to pupils' physical welfare in accordance with LA guidance and procedures.
17. To accompany pupils and teachers on educational visits and trips during contracted hours.
18. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the postholder.
19. To attend professional development meetings and any other designated training which supports the schools' vision and aims.

JOB ACTIVITIES RELEVANT TO TEACHING ASSISTANTS AT ADVANCED LEVEL

20. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
21. To demonstrate and promote the positive values, attitudes and behaviours expected from pupils at all times.
22. To work collaboratively with colleagues, and carry out your roles effectively, knowing when to seek help and advice.
23. To liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
24. To improve your own practice, including through observation, evaluation and discussion with colleagues.
25. Contribute effectively to teachers' planning and preparation of lessons.
26. Work within a framework set by the teacher; plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.
27. Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
28. Contribute to the planning of opportunities for pupils to learn in out-of school contexts, in accordance with school policies and procedures.
29. Support teachers in evaluating pupils' progress through a range of assessment activities.
30. Monitor pupils' responses to learning tasks and modify your approach accordingly.
31. Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
32. Maintain and analyse records of pupils' progress.
33. Use clearly structures teaching and learning activities that ensure you maintain interest and motivate pupils, and advance their learning.
34. Communicate effectively and sensitively with pupils to support their learning.
35. Promote and support the inclusion of all pupils in the learning activities in which they are involved.
36. Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
37. Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes during the short term absence of the teachers.
38. Where relevant, to guide the work of other adults supporting the teaching and learning in the classroom.
39. Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotypes views, and by challenging bullying or harassment, following relevant policies and procedures.
40. Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
41. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
42. To supervise pupils during breaks, if required.
43. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Headteacher.
44. To disseminate information to teaching assistants and ensure that they are deployed effectively.
45. To supervise and provide performance management reviews for a team of teaching assistants.

OTHER DUTIES AND RESPONSIBILITIES

- To ensure all duties and responsibilities are discharged in accordance with the school’s health and safety at work policy
- To undertake other reasonable duties commensurate with the grade of the post

PROFESSIONAL CHARACTERISTICS

- demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
- inspiring trust and confidence,
- building team commitment,
- engaging and motivating pupils and staff,
- analytical thinking

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the schools performance management cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school’s and council’s equal opportunities policies

SAFEGURDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)



PERSON SPECIFICATION

PERSON SPECIFICATION RELEVANT TO TEACHING ASSISTANTS AT ADVANCED LEVEL

1. Experience of advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes without the assigned teacher being present for short periods of time.
2. The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.
3. To have a range of strategies to establish a purposeful learning environment and promote good behavior.
4. The ability to adapt to differing environments within the school and to the needs of different children.
5. To know how to use ICT to advance pupils' learning, and be able to use common ICT tools for your own and pupils' benefit.
6. A sympathetic approach to parents and an understanding of the need for confidentiality.
7. An understanding of and commitment to inclusive education.
8. The ability to work as part of a team.
9. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
10. The ability to accept guidance and direction from teachers.
11. Demonstration of these skills through the achievement of a nationally recognized qualification at NVQ Level 3 (or equivalent).
12. A willingness to undertake paid training in normal contractual hours to develop job-related skills.