



Job Description

Teaching Assistant Level 4 HLTA

Job title	Grade F Point 17-23
Primary Purpose of role	To provide support for teaching and learning activities. To provide cover supervision, as required.
Reporting to	Principal
Main purpose of job	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 whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development within the main school (Nursery to Year 6). Responsible for the management and development of a specialist area within the school and/or mentoring of other teaching assistants including allocation and monitoring of work, appraisal and training through demonstrating outstanding practice.
Main duties: Support for pupils	
<ul style="list-style-type: none"> • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Develop and implement Pupil Individual Learning Profiles/reviews • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement 	
Support for teachers	
<ul style="list-style-type: none"> • Organise and manage appropriate learning environment and resources • Within an agreed system of supervision, plan to challenge teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives • Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence • Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment • Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence • Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc. • Administer and assess/mark tests and invigilate exams/tests 	

Production of lesson plans, worksheet, plans etc.

Support for the curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g., literacy, numeracy, KS2 transition to KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the school

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- To share responsibility for the preparation and maintenance of the indoor and outdoor learning environment.
- Contribute to the overall ethos/work/aims of the School/ Trust.
- Contribute to the school ethos, aims and development/improvement plans.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Principal

Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others and to take part in the school's system of annual appraisal of performance.

Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



Person Specification

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Experience	Essential <ul style="list-style-type: none"> • Experience of working with children of relevant age in a learning environment
Qualifications, knowledge and training requirements	Essential <ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ level 2 in English and Maths • Training in relevant learning strategies, eg literacy, EAL Desirable <ul style="list-style-type: none"> • Specialist skills/training in curriculum or learning area, eg bi-lingual, sign language, ICT
Knowledge and skills	Essential <ul style="list-style-type: none"> • Can use ICT to effectively to support learning • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory framework relating to teaching • Ability to organise, lead and motivate a team • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
SEN	SEN TAs appointed to jobs carrying the SEN addition must be prepared to carry out duties that include: <ul style="list-style-type: none"> • Dealing with complex behaviour/emotional needs • Dealing with complex physical, care and personal needs, including lifting and handling • Support complex sensory needs • Attend appropriate in service training as required to address the complex needs of the pupils • Communicate with parents/carers and other professionals around complex issues/needs • Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions