



## **RUSSELLS HALL PRIMARY SCHOOL**

### **Higher Level Teaching Assistant Job Description**

**Grade 7**

**Hours – 8.15am – 4.15pm (1/2 hour lunch)**

**Responsible to Head Teacher**

#### **Job Summary**

- 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 for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

#### **Additional duties and responsibilities**

##### **1. Support for Pupils**

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning

Establish productive working relationships with pupils, acting as a role model and setting high expectations

Develop and implement IEPs

Promote the inclusion and acceptance of all pupils within the classroom

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.

Positive feedback to pupils in relation to progress and achievement

## **2. Support for Teachers**

Provide cover and release time for the whole class in the event of teacher absence and PPA

Organise and manage appropriate learning environment and resources

Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate

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 lessons plans, work sheet, plans etc

## **3. 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, KS1, KS2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills

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

## **4. Support the School**

Comply with and assist with the development of policies and procedures relating to child protection, health and 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

## **5. Line Management Responsibilities**

Manage other teaching assistants

Liaise between managers/teaching staff and teaching assistants

Hold regular team meetings with managed staff

Represent teaching assistant at teaching staff/management/other appropriate meetings

Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and Equality Act 2010

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

## **6. Special Conditions**

The post is subject to the DBS Enhanced checking process

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff

The salary offered reflects the fact that the post holder will be required to work their contracted hours per week, term time only (39 weeks)