



Sitwell Infant School

JOB DESCRIPTION

Post Title:	Higher Level Teaching Assistant
Grade:	SCP 19-23
Responsible to:	Working under the agreed system of supervision provided for by the Headteacher under S133 regulations regarding the "specified work".
Responsible for:	Line Management responsibility for Teaching Assistants.

Main Purpose

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 children and assessing, recording and reporting on children's achievement, progress and development.

The postholder will be 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 and training.

Duties and Responsibilities

Support for children

- Assess the needs of children and use detailed knowledge and specialist skills to support children's learning.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans (IEPs).
- Promote the inclusion and acceptance of all children within the classroom.
- Support children consistently whilst recognising and responding to their individual needs.
- Encourage children to interact and work cooperatively with others and engage all children in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to children in relation to progress and achievement.

Support for the teacher

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate children's responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives.

- Provide objective and accurate feedback and reports, as required, to the teacher, on children's achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in children's learning and contribute to/lead meetings with parents to provide constructive feedback on children's progress and achievement.
- Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson plans, worksheets as required.

Support for the Curriculum

- Deliver learning activities to children, within the agreed system of supervision, adjusting activities according to child responses/needs.
- Deliver the agreed curriculum e.g. National Curriculum and EYFS framework and make effective use of opportunities provided by other learning activities to support the development of children's skills.
- Use ICT effectively to support learning activities and develop children's competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of children's interests, language and cultural backgrounds.
- Advise on the appropriate deployment and use of specialist aid/resources/equipment.

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 in accordance with policy.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of children.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting children.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Deliver out of school learning activities within the 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.

Line Management

The postholder will manage other Teaching Assistants and this will include representing Teaching Assistants at Teaching staff/management or other appropriate meetings. The postholder will undertake recruitment/induction/appraisal/training and mentoring of other Teaching Assistants.

General

Postholders will be required to be able to meet the Higher Level Teaching Assistant standards or have an equivalent qualification or experience. NVQ level 2 or equivalent in English and Maths will be an additional, minimum requirement, together with training in relevant learning strategies, e.g. Literacy.

The following knowledge/skills will be required:

- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes. The candidate must possess the skills and aptitude to comply with safeguarding procedures and regulations.
- Understanding of statutory frameworks relating to teaching.
- Ability to organise, lead and motivate a team.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Be conscientious, honest and reliable.
- Have good communication and organisational skills.
- Build and maintain successful relationships with children and staff and realise the importance of teamwork, working in a team situation with other members of staff.
- Demonstrate and promote the positive values, attitudes and behaviour expected from the children.
- Attend to the children's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters. **This may involve changing soiled children.**
- Be enthusiastic, energetic and eager to get involved in school life.
- Contribute to the overall ethos, aims and work of the school.
- Understand and comply with the school's equal opportunities and other policies, supporting difference and ensuring all children have equal access to opportunities to learn and develop.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Carry out any other instructions given by the Headteacher reasonably falling within the remit of the post.