



Job Description

Post Title: Higher Level Teaching Assistant

Responsible to: Deputy Headteacher/Headteacher

Criteria	Qualities
Professional Duties	<ul style="list-style-type: none"> • Provide learning activities for classes and deliver lessons set by or with qualified teachers • Assume whole class responsibility for teaching and learning as directed by the teacher • Support teaching by creating an appropriate learning environment, working with teachers in adjusting planning and evaluating pupils' responses • Supervisory duties and responsibilities, e.g. on school trips or break duties
Other Activities	<ul style="list-style-type: none"> • Promoting the general progress and wellbeing of pupils • Providing guidance and advice to pupils on educational and social matters
Assessments and Reporting	<ul style="list-style-type: none"> • Providing or contributing to oral and written assessments, reports and references to individual pupils or groups of pupils • Maintaining adequate records as required by the Headteacher about the children in your care, e.g. assessment records
Performance Management	<ul style="list-style-type: none"> • Participating in arrangements for your further training and professional development.
Behaviour & Safety	<ul style="list-style-type: none"> • Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect. • Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils. • Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. • Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
Administration	<ul style="list-style-type: none"> • Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
Safeguarding	<ul style="list-style-type: none"> • Comply with policies and procedures covering child protection, health and safety, and security • Contribute to safeguarding and welfare of children in the school

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • NVQ3 for Teaching Assistants or equivalent qualification or experience • GCSEs for maths and English of a Grade C or above • HLTA qualification or teaching qualification (desirable)
Professional Experience	<ul style="list-style-type: none"> • Substantial, recent and successful experience within EYFS & KS1 • Experience of teaching whole classes • Experience in providing support to pupils in groups
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of the skills needed when covering classes • A good understanding of the needs of children • Effective communication and interpersonal skills • Ability to communicate with others • Ability to build effective working relationships • Good English and mathematical skills
Personal qualities	<ul style="list-style-type: none"> • Relate well to children • Positive and resilient with drive, loyalty, integrity, flexibility and a good sense of humour • Able to work both independently and as part of a team • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively to deadlines • Ability to plan, organise and evaluate • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Excellent verbal, written and presentation skills • Approachable, caring and relates well to children, listening to their opinions • Deals sensitively with people and resolves conflicts • Prepared to ask for advice and support where appropriate
Curriculum	<ul style="list-style-type: none"> • A reasonable understanding of the teaching and learning across the primary phase • Has good understanding of special needs • Up-to-date knowledge of the Early Years Foundation Stage & National Curriculum
Governors, Parents and Community	<ul style="list-style-type: none"> • Support school events such as school discos and fayres.
Vision and Philosophy	<ul style="list-style-type: none"> • A clear personal vision, ethos and direction which supports children's learning. • Ability to value and understand the whole personal development of children. • A clear understanding of the difference between achievement and attainment and the importance of both.