



Boorley Park Primary

## DRAFT JOB DESCRIPTION

JOB TITLE:	Higher Level Teaching Assistant
GRADE/ ROLE PROFILE REF:	Grade D
WORKING WEEKS/ HOURS:	39 weeks; 32.50 hours per week
TIMES WORKED:	8.30am – 3.30pm Monday to Friday
BASE:	Boorley Park Primary School

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Headteacher

---

### GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

---

### JOB PURPOSE

- To complement teachers' delivery of the national curriculum and contribute to the development of pupils and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes during the short-term absence of teachers.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

---

### RESPONSIBILITIES/ACCOUNTABILITIES:

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
- Provide cover across classes and support with interventions and a SENDCo Admin assistant.

- Develop and prepare resources for learning activities where necessary in accordance with lesson plans and in response to pupil need.
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes in order to provide cover.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, SEND support plan targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with different first language.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Contribute to reports of pupils' progress for end of year reports to parents and for parents' evenings.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for pupil's pastoral needs.
- Maintain personal equipment used by the pupils at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils at times other than during lessons according to the school duty arrangements.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.
- To maintain confidentiality and hold the trust and confidence of both pupils and teachers.
- To work with 'children come first' attitude, adhering to safeguarding and child protection policies and procedures to maintain the safety and wellbeing of all children.

- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
  - Such other duties as may be reasonably allocated or directed within the purview of the post.
- 

## NOTES

- The School and site is open between the hours of 7.00am and 7.00pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
  - Hours of work/designated lunch times may be subject to change for operational reasons.
  - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
  - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
  - No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
  - In exceptional cases where time off is granted it will either be as
    - (a) unpaid leave, or
    - (b) time made up in lieu (by negotiation).
  - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    - (a) Overtime has been worked by agreement with the Headteacher.
    - (b) To attend a special event e.g. graduation.
- 

## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

---

## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Class Teacher.

Date Prepared:	July 2025
Prepared By:	HR
Date Reviewed:	
Reviewed By:	