

**Job Description**

**Higher Level Teaching Assistant**

<b>Responsible to:</b> Head Teacher	<b>Grade:</b> 8
<b>Hours:</b> 30 hours per week	<b>Duration:</b> Fixed Term for 1 year (start date Sept 2024)
<b>Main Location:</b> Longcot and Fernham CE Primary School	

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 and lessons for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. The role may involve preparing resources and classrooms for lessons and teaching classes unassisted when teachers are ill or involved in non-teaching tasks.

**Support For Pupils**

- 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 Profiles
- 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 achievement, effort and positive learning behaviours
- Provide feedback to pupils in relation to their learning

**Support For Teachers**

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan 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

<sup>1</sup> Faringdon Learning Trust Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established positive relationships policy to anticipate and manage behavior constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contributing 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 classes and groups of pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- 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 TAs/resources/equipment.

### **Support For the School**

- Comply with and assist with the development of policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all 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, engage in continued professional development and use your own strengths to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> Experience working with children of relevant age in a learning environment.	E
<b>Qualifications &amp; Training</b> 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 the relevant learning strategies e.g. literacy Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT.	E  E D  D
<b>Knowledge &amp; Skills</b> Can use ICT effectively to support learning 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 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 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	E E D E E E  E E  E