**Job Description**

# Job Title: Higher Level Teaching Assistant

# Grade 4

This appointment is with the Holy Cross Catholic MAC under the terms of the Catholic Education Service contract signed with the Holy Cross Catholic MAC as employers. The Governors will appoint a person who can show by example and from experience that they support the Catholic ethos of the school.

*Achieving together in faith*

Mission Statement

***“Learn and Grow as God’s Holy People, in an outstanding learning environment”***

St Thomas More is a Catholic Primary School. We place our children at the heart of all we do, inspired by the love, life and teachings of Jesus and the Roman Catholic Church.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness - spiritually, morally, emotionally and academically in a happy, secure Catholic Christian environment.

We will always do our best to provide the best possible education for every child.

# Job purpose

* 1. Under the direction and control of the classroom teacher or designated supervisor, to support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children and young people, including those who have special physical, emotional and educational needs.

# Main duties and responsibilities

* 1. Supervise and support the teaching activities of individuals or groups of children and young people to ensure their safety and facilitate their physical development.
	2. Covering and teaching classes as necessary including behaviour management and feedback/assessment.
	3. Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children or young people, including those pupils with special educational, physical or emotional needs.
	4. Monitor individual pupils’ progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
	5. Use appropriate skills when actively engaged in pre-determined educational activities to encourage the intellectual and social development of pupils.
	6. Assist the teacher in the development and implementation of individual learning plans. behaviour plans and personal care for individuals and groups of children.
	7. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or groups of pupils as directed.
	8. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
	9. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
	10. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
	11. Undertake supervision and discipline of pupils within the procedures of the school providing detailed and regular feedback as appropriate.
	12. Promote pupil independence in learning, social and mobility skills, reinforcing the pupils’ self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting self-esteem and independence.
	13. Ensure that pupils are able to use equipment and materials provided safely.
	14. Provide support for local and national learning strategies.
	15. Assist with the implementation of programmes designed by other professionals, such as Educational Psychologists and Speech and Language Therapists, including Education Health Care Plans.

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* 1. Assist the teacher in liaising with other professional staff and reporting information to/from parents and carers, contributing to meetings to discuss children’s progress as appropriate.
	2. Assist the teacher with the administration of assessments, including baselines.
	3. Support the use of IT in learning activities and develop pupils’ computer literacy, safe use of and independence in the use of technology.
	4. Prepare the classroom as directed before and after lessons, including the preparation of visual aids and the display and presentation of pupils’ work.
	5. Provide support to the classroom teacher by undertaking photocopying, filing, recording, creating displays and collecting monies as directed.
	6. Be aware of and comply with all school policies but most notably those that relate to:
		+ Safeguarding and child protection;
		+ Health and safety;
		+ Security;
		+ Confidentiality;
		+ Data protection
	7. Report any concerns in relation to the policies outlined in 2.21 to the appropriate person.
	8. Support and contribute to the school’s Catholic ethos.
	9. Assist with the supervision of pupils outside of lesson times as appropriate.
	10. Assist with group activities within and away from the classroom or school such as PE, swimming and educational visits.
	11. Participate in personal and professional development activities to meet the changing demands of the job and support other staff members in their development and training.



* 1. Attend and participate in relevant meetings as required.
	2. Assist the teacher in supporting volunteer helpers or students in the classroom.
	3. Any other reasonable request of the class teacher, headteacher or leadership team.

# General points

* 1. All duties and responsibilities must be carried out in accordance with the schools Child Protection and Safeguarding Policy.
	2. All duties and responsibilities must be carried out with due regard to the school’s health and safety policy.
	3. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school’s equalities policy.
	4. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
	5. There is no requirement for a learning assistant to attend work outside the contractual hours of work for the post. Any attendance of a learning assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the learning assistant and the headteacher (or a teacher acting on the headteacher’s behalf). This will include the basis upon which attendance will be undertaken (e.g. time off in lieu or paid time at the appropriate rate). If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

Agreed by: ............................................................................................... Date: ............./............./................

Head teacher: .......................................................................................... Date: .........../................/................

# Review date: This job description may be amended at any time, following consultation between the Head teacher and the Post-holder. This job description will be reviewed in September 2024.

"Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

All staff are accountable for promoting and safeguarding the safety and welfare of children.

Accountable for: Children in Class group

Accountable to: Class Teacher, Head teacher

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | * English and Maths GCSE at grade C or equivalent
 | * NVQ Level 3 for Teaching Assistants or equivalent
* Team Teach or other positive handling qualification
* Qualifications in relevant education areas
* First Aid qualification Up to date Safeguarding CPD
* Up to date training in supporting SEND
* Up to date training in supporting EAL
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| Skill and Knowledge | * Excellent literacy and numeracy skills
* Able to communicate effectively with pupils to deliver learning effectively, in a firm but pleasant manner.
* Able to adhere to guidelines set by the Head Teacher for supervision of a child and accept supervision from the class teacher.
* A good understanding of how children learn
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils, including positive behaviour management
* Knowledge of and commitment to safeguarding responsibilities and procedures
* Able to cover class teacher when necessary
* Able to follow school policies and procedures to ensure consistency and adherence to policy in implementation
 | * Able to administer basic first aid.
* Previous experience of delivering learning to whole classes
* Knowledge of effective teaching and learning strategies
* Good ICT skills, particularly using ICT to support learning
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| Personal Attributes | * Willingness to be supportive of the Catholic ethos of the school
* A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* High expectations for children’s attainment and behaviour.
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Positive, proactive and resilient, with a ‘can-do’ approach
* Enthusiastic, energetic and creative
* Ability to work in a busy and demanding environment, be organized and flexible.
* Ability to work as a team and independently
 | * Practising Catholic
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| **Special Requirements** | * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
* A Disclosure and Barring Service check will be required prior to appointment
* .Online checks will be required prior to appointment
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