

PARK PRIMARY SCHOOL

JOB DESCRIPTION

POST:	Higher Level Teaching Assistant
PAY RANGE:	Grade 6
Responsible to:	Headteacher/SLT
Contracted hours:	27.5 hours per week plus 5 additional days.
Job Purpose:	HLTA to work across KS2 in the first instance.

DUTIES AND RESPONSIBILITIES

To work under the instruction/guidance of teaching staff or senior support staff to enable access to learning for pupils and to assist the class teacher in the management of pupils and the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ preparation of resources. Staff may also supervise the whole class under guidance from a teacher.

Main duties:

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- 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 and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- 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
- Organise and manage appropriate learning environments and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives
- Evaluate and adjust lessons/workplans 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
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- To undertake PPA cover across all key stage 2 by supervising and directing the learning of classes/groups of children

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead 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, worksheets and resources.
- Assist with the development and implementation of Support Plans

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.