

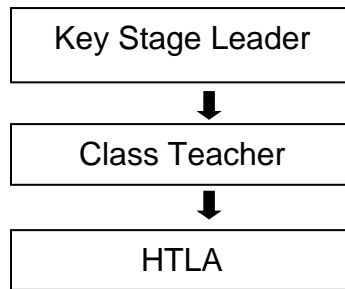


All Saints CE Primary School and Nursery

Job Description

Job Title:	Higher Level Teaching Assistant (HLTA)	Grade:	5
School:	All Saints CE (Aided) Primary School	Spine Point:	12 - 17
Reports To:	Class Teacher	FTE Salary:	£27,711-30,060
		Actual Salary	Dependant on hours worked
Employment Status:			
Pattern of Work: Full or Part Time/Term Time Actual Hours: Up to 32.5 hours per week			
Job Purpose: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.			
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.			

Organisation Chart:



Scope

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

Summary of Main Contacts

- Teachers
- Pupils
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

Safeguarding Statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect

everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

1. Within an agreed system of supervision, delivering and assessing learning activities to individuals, groups or classes including providing cover on PPA and absence. Adjust lessons/work plans as appropriate.
2. Monitoring pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils and modifying teaching strategies. Providing constructive feedback to the teacher verbally and through systematic record keeping.
3. Monitoring and assessing pupils and recording and reporting on pupils' achievements and development.
4. Organising and managing appropriate learning environment and resources taking into account of pupils' interests and language and cultural background.
5. Assist in liaison with other professionals respecting confidentiality and contribute to the observation, record keeping and assessment of pupils.
6. Working in partnership with parents sharing information for the benefit of the children and provide relevant information as required for the evaluation of projects.
7. Assisting the teacher with the development and implementation of interventions and support plans and undertaking subsequent work programmes for pupils.
8. Carry out general administration tasks and maintain class records at the request of the class teacher.
9. Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment.
10. Using behaviour management strategies in line with the school's policy which contribute to a purposeful learning environment.

11. First Aid and/or lunchtime/break time playground supervision if required.

12. Take part in staff training as part of CPD and attend special school occasions (if appropriate).

PERSON SPECIFICATION

Knowledge/Qualifications:

- Higher Level Teaching Assistant standards or equivalent qualification or experience
- NVQ Level 2 or equivalent in English and Maths
- Knowledge of National Curriculum
- Training in relevant learning strategies e.g. literacy (preferable)

Skills/Abilities:

- Working knowledge and experience of implementing national/foundation stage curriculum
- Good understanding of child development and learning processes
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team environment and also able to work independently
- Can use ICT effectively to support learning
- Excellent communication and interpersonal skills
- Constantly improve own practice /knowledge through self-evaluation and learning from others
- Confidentiality at all times
- Knowledge of the standard of work expected from pupils
- Understanding their role to assist and supervise pupils on particular tasks
- Managing the general housekeeping of classroom and supervision of pupils clearing up
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary

Experience:

- At least two years' experience of working with children in an educational setting.

Personal Qualities:

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- Good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and ability to use own initiative is very important