



ST MICHAEL'S CATHOLIC PRIMARY SCHOOL

Higher Level Teaching Assistant

Pass scale 5 (SCP Points 9 – 14)

Title Grade of Post	Higher Level Teaching Assistant
Status of Post	Assist teachers in the delivery of lessons, providing support to individual and small groups of pupils.
Job Purpose	<ul style="list-style-type: none"> • All aspects of the job description is to be carried out within a system of supervision by qualified teachers, to be determined by schools prior to employing Level 5 higher level teaching assistants. • To take classes while teachers have PPA or cover is required. • Fully support and comply with all school's safeguarding policies and practices. Keep up to date with all safeguarding documentation, (Keeping Children Safe in Education) and utilise CPOMs appropriate for reporting and recording. • To provide short term cover in absence of teachers with professional guidance and support from key stage lead. • Leading intervention programmes • Work with individual/small groups to provide personalised provision for pupils. • To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, 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 pupils (e.g. SEN, PP, EAL & all underachieving groups), 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. • To fully support the teaching and learning strategy implemented by the school and to advocate this at all times. • To support the school on its improvement journey. • To take a lead on a school area or project EG: school library, school council, prefects, litter pickers etc.
Reporting to	<ul style="list-style-type: none"> • The post holder is responsible to the class teacher in all matters. • The post holder is also expected to interact with colleagues on a professional level in order to promote a mutual understanding of the school's vision and values. • The KS phase leader will line manage and hold to account the HLTA
	Main Expectations of the Role

Planning	<ul style="list-style-type: none"> • Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans. • Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need. • Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.
Leading Learning and Teaching	<ul style="list-style-type: none"> • Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes. • Provide detailed 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. • Support the teaching of the English curriculum, e.g. by delivering the appropriate support/intervention programmes and Progress units to groups of pupils, support the teaching of the Maths Curriculum and assist pupils to access the full curriculum. Be familiar with lesson plans, SEN 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 all pupils, including those with specific needs, both in learning activities and within the classroom. • Attend weekly staff meetings and any other relevant CPD.
Monitoring and Assessment	<ul style="list-style-type: none"> • 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. • 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. • Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.
Strengthen the school community	<ul style="list-style-type: none"> • Respond to the range of needs within the school community. • Contribute to the development of the school within the community; strengthening partnerships with the Church, other schools and services. • Attend open evenings, after school activities and other school events.

	<ul style="list-style-type: none"> • Contribute to policies and practices which promote equality of opportunity and tackle prejudice. • Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community. • Promote and model excellent relationships with parents, based on involving parents as true partners, to support and improve pupils' achievement.
Mentoring, Supervision and Development	<ul style="list-style-type: none"> • Manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other teaching assistants. • Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training. • Offer mentoring support and guidance for older pupils undertaking work experience activities within secondary schools. • Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants. • Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
Behavioural and Pastoral	<ul style="list-style-type: none"> • 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 children's pastoral needs, for example, dressing, caring for sick, injured or distressed children. • Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed. • 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 in the playground and plan and organise play time activities. • Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
Specialist area	<ul style="list-style-type: none"> • In consultation with Headteacher agree a specific areas of responsibility, this maybe a subject area, pastoral, behaviour management or specialist intervention programmes.
Other	<ul style="list-style-type: none"> • Any other duties required by the class teacher, Deputy head teacher, or the head teacher, which is within the scope of this post.

	<ul style="list-style-type: none"> • To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour. • To promote the safeguarding of children • To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation. • To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner • To undertake other duties appropriate to the post that may reasonably be required from time to time • Any other duties required by the class teacher, Deputy Headteacher, or the Headteacher, which is within the scope of this post.
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