



Job Description Higher Level Teaching Assistant

Reporting to:	Deputy Head Teacher
Hours:	3 days per week (Term-time only)
Disclosure level:	Enhanced
Salary:	LBR 5

Main Purpose

- To complement teachers' delivery of the National Curriculum of Computing 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 and preparation of resources
- To supervise whole classes during PPA cover

Main activities

Planning

1. Plan and prepare Computing lessons with teachers, participating in all stages of the planning cycle.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
3. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

Teaching and learning

1. Teach whole classes within an agreed system of supervision and within a pre-determined lesson framework.
2. Provide detailed oral and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
3. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
4. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
5. Promote and support the inclusion of all pupils.
6. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment.
7. Organise and safely manage the appropriate learning environment, displays and resources.
8. Promote and reinforce pupils's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

Monitoring and assessment

1. With teachers, evaluate pupils' progress through a range of assessment activities.
2. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor pupils' participation and progress and provide constructive feedback to pupils.
4. Assist in maintaining and analysing records of pupils' progress.

5. Support the teaching staff with reporting pupils' progress and achievements.

Mentoring, supervision and development

1. Undertake training and mentoring for other learning support assistants.
2. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
3. Support and guide other less experienced learning support assistants.
4. Contribute to the overall ethos, work and 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 and events as requested.

Behavioural and pastoral

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities.
2. Understand and implement school child protection procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
4. Provide support and assistance for pupils's pastoral needs, for example, dressing, caring for sick, injured or distressed pupils.
5. Provide physical support and maintain personal equipment used by the pupils at the school.
6. Foster and maintain constructive and supportive relationships with parents/carers.
7. Supervise pupils in the playground and plan and organise play time activities when necessary.
8. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupils's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

Other

1. Any other duties required by the class teacher, Deputy Head Teacher, or the Head Teacher, which is within the scope of this post.
2. At all times carry out duties with due regard to the school's health and safety policy.
3. Work within and encourage the school's equal opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.



Person Specification: HLTA

Experience	<ul style="list-style-type: none">• Experience working with pupils of relevant age in a learning environment• Right to work in UK
Qualifications/Training	<ul style="list-style-type: none">• 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 relevant learning strategies e.g. literacy• Specialist skills/training in curriculum or learning area of ICT
Knowledge/Skills	<ul style="list-style-type: none">• 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• Constantly improve own practice/knowledge through self-evaluation and learning from others• Ability to relate well to pupils and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal Characteristics	<ul style="list-style-type: none">• Ability to communicate effectively with pupils, staff members and parents• Ability to follow instructions accurately but also to show initiative and make good judgments when required• Highly skilled and adaptable 'people skills'• Flexible attitude to work and willingness to support colleagues• A helpful and positive nature, and a calm and caring disposition• Hardworking, conscientious and flexible• The ability to work well under pressure• Adaptability and the skills to work in harmony with a range of individuals• Understanding of the importance of confidentiality and discretion• Commitment to the safeguarding
Other	<ul style="list-style-type: none">• This post is subject to an enhanced Disclosure and Barring Service Check• The post holder must have a commitment to Safeguarding

