



Job Description

Post Title: Higher Level Teaching Assistant – Supporting and Delivering Learning

Grade: Level 4 – Grade D+

Responsible To: Headteacher / Senior Leadership Team / Class Teacher

Location: Zetland Primary School

Employer: Ironstone Academy Trust

Main Purpose of the Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

This may involve planning, preparing and delivering learning activities for individuals, groups or whole classes on a short-term basis, as well as monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

The role may also include responsibility for the management and development of a specialist area within the school and/or the supervision and support of other teaching assistants.

Key Responsibilities

Support for Pupils

- 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.
 - Develop and implement **Individual Education Plans (IEPs)**.
 - 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 cooperatively with others and fully engage in learning activities.
 - Promote independence and employ strategies to recognise and reward the achievement of self-reliance.
 - Provide feedback to pupils in relation to their progress and achievement.
-

Support for the Teacher

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and adjust lessons and work plans as appropriate.



- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
 - Provide accurate feedback and reports on pupil achievement, progress and development.
 - Record progress and attainment systematically, providing evidence of progress.
 - Work within the school's behaviour and discipline policies to anticipate and manage behaviour constructively, promoting self-control and independence.
 - Support the role of parents in pupils' learning and contribute to or lead meetings with parents to provide constructive feedback on progress and achievement.
 - Administer and assess tests, mark work and invigilate examinations or assessments.
 - Produce lesson plans, worksheets and learning materials where appropriate.
-

Support for the Curriculum

- Deliver learning activities to pupils within an agreed system of supervision, adapting activities according to pupil responses and needs.
 - Deliver local and national learning strategies such as **literacy, numeracy and Early Years programmes**, supporting pupils' development across the curriculum.
 - Use **ICT effectively** to support learning activities and develop pupils' competence and independence.
 - Select and prepare appropriate resources to support learning activities, taking account of pupils' interests and cultural backgrounds.
 - Advise staff on the deployment and use of specialist resources or equipment where appropriate.
-

Support for the School

- Comply with and contribute to the development of policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection.
- Promote equality, diversity and inclusion ensuring all pupils have access to learning opportunities.
- Contribute to the overall ethos, values and aims of the school.
- Develop constructive relationships with colleagues and external professionals to support pupil progress.
- Take initiative to support multi-agency approaches to meeting pupils' needs.
- Recognise areas of specialist expertise and use these to lead, advise and support colleagues.
- Deliver and contribute to **out-of-school learning activities** that extend classroom learning.
- Demonstrate a duty of care and comply with health and safety requirements at all times.
- Promote equal opportunities and challenge discriminatory behaviour or practices.



Line Management Responsibilities (where appropriate)

- Support the management and supervision of other teaching assistants.
- Act as a liaison between teaching assistants and teaching or leadership staff.
- Hold regular team meetings with managed staff where required.
- Represent teaching assistants at staff or management meetings when appropriate.
- Support recruitment, induction, appraisal, training and mentoring of teaching assistants.

Person Specification

Experience

- Experience of working with children of a relevant age group within a learning environment.
- Experience supporting teaching and learning in a classroom setting.
- Experience supporting pupils with additional needs is desirable.

Qualifications

- Excellent numeracy and literacy skills (equivalent to **NVQ Level 2 in English and Maths**).
- Relevant teaching assistant qualification or equivalent experience.
- Training in relevant learning strategies such as literacy or numeracy.
- Specialist training or skills in an area such as bilingual support, sign language, ICT or SEND is desirable.

Knowledge and Skills

- Ability to use **ICT effectively to support teaching and learning**.
- Good knowledge of relevant policies, codes of practice and legislation relating to education.
- Working knowledge of the **National Curriculum/Early Years Framework** and relevant learning programmes.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to education.
- Ability to organise, lead and motivate a team.
- Commitment to professional development and continuous improvement.
- Ability to build positive relationships with children and adults.



- Ability to work constructively as part of a team, understanding classroom roles and responsibilities.