The Radstone Primary School

Higher Level Teaching Assistant Job Description

**Purpose**
To implement the professional standards for Higher Level Teaching Assistants consistently when supporting and delivering learning to ensure all pupils make excellent progress, through a rich, creative and innovative curriculum.

**Responsible to:** Class Teacher/Senior Leadership Team /Headteacher

**Job Description**
Please note, the ‘Professional Standards for Higher Level Teaching Assistants’ should also be read in conjunction with this document.

**Supporting & Leading Learning**
- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils’ development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher.
- To provide feedback to pupils and the class teacher, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take a lead role alongside the class teacher with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils.
- On occasion, lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.
- At times, and as agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school.
- Positively promote the values and ethos of the school and Trust.

**Preparing the Classroom Environment & Supporting the Curriculum**
- To support the needs of the pupils and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical
support for class based tasks.

- Create and maintain a purposeful, orderly and supportive environment and assist with displays of the pupil’s learning.
- To monitor resource levels and contribute to the resource ordering process, ensuring that there is minimal waste and to maximise the effectiveness of financial resources to assure the requirements of the curriculum can be met in a timely manner.
- Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school polices and documentation.

Training & Development

- To actively engage in training sessions, meetings and other directed tasks, to support the school’s priorities and to ensure to secure their own professional development.
- When appropriate, and as directed by the Senior Leadership Team, lead, advise and contribute to team development activities, by coaching and mentoring less experienced colleagues to support the achievement of individuals and the school priorities.

Families & Safeguarding

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person
- To adhere to all safeguarding policies, practices and expectations including online safety.

Specific Responsibilities

- Responsible for the organisation of lunchtime duties and activities
- Supervision of children during break and lunchtimes.
- Management of support staff during breaks and lunch times.

This Job Description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. The major tasks may be reviewed from time to time to reflect changing departmental needs and circumstances. This list should NOT be interpreted as exhaustive and other tasks may need to be completed as appropriate.

The Trust may, should the need arise and on giving you reasonable notice, require you to transfer to another place of work within The Hawskmoor Learning Trust.