

Longthorpe Primary School

Job Description: Level 4 Higher Level Teaching Assistant



Longthorpe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Higher Level Teaching Assistant (HLTA)
Grade: 9
Reporting to: Phase Leader
Main Purpose of Job: Working under the direction of the Class Teachers to provide PPA and other release time to teachers across the school.

SPECIFIC DUTIES

a) Supporting the Pupil

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Contribute to the planning and preparation of learning activities.
3. As directed by the relevant teacher, take responsibility for delivering planned curriculum activities taking into account the individual needs of all children taught.
4. Encourage and promote the inclusion and acceptance of all pupils.
5. Assist with the development and implementation of individual learning programmes
6. Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
7. Provide feedback to pupils in relation to progress and achievement.
8. Undertake comprehensive assessments of pupils to determine those in need of particular assistance.
9. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.

b) Supporting the Teacher

1. Organise and manage appropriate learning environment and relevant resources.
2. Work with the relevant teacher in lesson planning, evaluating and adjusting plans as appropriate.
3. To mark and evaluate pupil's work daily/regularly giving written/verbal feedback against the learning objective taught and in line with the school's marking policies.
4. Provide detailed and regular feedback to the teacher on pupil achievement, progress and other matters, e.g. IEPs.
5. Contribute to behaviour management within the school taking charge of relevant situation.
6. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
7. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
8. Deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
9. Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.

c) Supporting the Curriculum

1. Implement learning activities to pupils adjusting activities according to pupil responses/needs.
2. Implement local and national learning strategies - e.g. literacy, numeracy, early years - and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Ensure other teaching assistants in the classroom effectively support children's learning.
4. Maintenance of specialist equipment, check for quality and safety.
5. Report damages.
6. Demonstrate and assist others in safe and effective use of specialist equipment and materials.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Assist in arrangements for school trips, events, etc.
3. Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under supervision from the teacher.
4. Develop and maintain effective relationships with other staff, parents and carers and external agencies.
5. Contribute to the overall ethos, work and aims of the school.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance management.
9. Produce lists / information / data as required.
10. Undertake typing and word processing and other IT based tasks.
11. Take joint responsibility for communal areas – displays/cloakroom areas/ shared work areas so that the tidiness of these areas meets the expectations set out by the school regarding learning environments.

e) Accountability

1. Proactively participate in the school's appraisal process and fulfil the targets agreed.
2. Engage in professional development and seek out opportunities to further develop your knowledge and skills.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

Last review date: 25.3.2024

Next review date: 1.11.2024

Line manager's signature:

Date:

Postholder's signature:

Date:
