

Job Profile

Higher Level Teaching Assistant Grade G (scp 19-23)

School: St Oswalds RC Primary School, Gateshead

Line Manager: Tracy Musgrove, Headteacher

Job Purpose

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 and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. There may be the responsible for the management and development of a specialist area within the school.

The key roles of this post will generally include:

1. Providing support for pupils by

1. Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
2. Establishing productive working relationships with pupils, acting as a role model and setting high expectations
3. Promoting the inclusion and acceptance of all pupils within the classroom by catering to individuals' needs
4. Supporting pupils consistently whilst recognising and responding to ongoing assessment
5. Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
6. Promoting independence and employ strategies to recognise and reward achievement of self-reliance
7. Providing feedback to pupils in relation to progress and achievement

2. Providing support for the teacher by

8. Organising and managing appropriate learning environment and resources
9. Within an agreed system of supervision, planning challenging teaching and learning objectives, evaluating and adjusting lessons/work plans as appropriate
10. Monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
11. Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
12. Recording progress and achievement in lessons/activities systematically and providing evidence of progress and attainment
13. Working within an established discipline policy to anticipate and managing behaviour constructively, promoting self control and independence
14. Occasionally supporting the role of parents in pupils' learning and contributing to/leading meetings with parents to provide constructive feedback on pupil progress/achievement etc.
15. Administering and assessing/marking tests and invigilate exams/tests
16. Production of lesson plans, worksheet, plans etc.

3. Providing support for the Curriculum by

17. Delivering learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
18. Using IT effectively to support learning activities and develop pupils' competence and independence in its use
19. Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
20. Advising on appropriate deployment and use of specialist aid/resources/equipment

4. Providing support for the school by

21. Being committed to the safeguarding and promotion of the welfare of children and young people.
22. Complying with and assisting with the development of policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
23. Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop
24. Contributing to the overall ethos/work/aims of the school
25. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
26. Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
27. Recognising own strengths and areas of specialist expertise and using these to lead, advise and support others
28. Delivering out of school learning activities within guidelines established by the school
29. Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
30. Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications

Essential

Knowledge of:

- The effective use of IT to support learning - computer, video, photocopier
- Good understanding of the principles of child development and learning processes
- Working knowledge of national/foundation stage curriculum and other basic learning programmes / strategies

Qualifications:

- Meet the Higher Level Teaching Assistants Standards or equivalent qualification
- Training in relevant learning strategies and specialist training. skills in a particular curriculum or learning area

Experience of:

- Working with children of relevant age
- Implementing national / foundation stage curriculum and other relevant learning programmes / strategies
- Planning effective actions for pupils at risk of underachieving

Desirable

Knowledge of:

- First aid
- Understanding of relevant legislation/codes of practice relating to child protection

Qualifications:

- NNEB or STA (Primary) or Specialist Degree (Secondary)
- Full first aid qualification

Experience of:

- Clerical duties, report writing
- Supervising small groups of children