**Lumley Infant and Nursery School**

**Higher Level Teaching Assistant – Job Description**

**Grade 7 (Scale points 15 – 22)**

**£23,541 - £27,041 pro rata**

**Responsible to:** Headteacher, Senior Leadership Team, Class Teachers

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| **Job Purpose:*** To complement teachers’ delivery of the national curriculum and early years framework, and contribute to the development of other support staff, pupils, school policies and strategies;
* To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.
* To deliver learning to individuals, small groups and whole classes as and when required within agreed systems of supervision.
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
* To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
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| **Duties and Responsibilities:**1. Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.
2. Be aware of and work within school policies and procedures.
3. Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil’s learning.
4. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
5. Use teaching and learning objectives to plan, evaluate and adjust lessons and work plans as appropriate within agreed systems of supervision.
6. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.
7. Support pupils in their social development and emotional well-being, reporting problems to the teacher as appropriate.
8. Provide support to pupils in more specialist areas of learning.
9. Teaching Assistants at this level are expected to undertake at least one of the following and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required:
	1. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND)
	2. Provide specialist support to pupils where English is not their first language
	3. Provide specialist support to gifted and talented pupils
	4. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
10. Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists.
11. Implement Support Plans for pupils including Educational Health Care Plans.
12. Contribute to meetings with parents and carers to provide constructive feedback and specialist advice and knowledge about their child’s progress and achievement.
13. Assist with the supervision of pupils out of lesson times, including after school and at lunchtimes.
14. Take responsibility for pupils on visits, trips and out of school activities as required.
15. Contribute to the development of school policies and procedures.
16. Provide short-term cover of classes – both in planned and in unexpected non-timetabled situations.
17. Manage the work and development od other classroom support staff where appropriate.
18. Be responsible or the preparation, maintenance and control of stocks of materials and resources.
19. Maintain a clean and safe learning environment.
20. Liaise with external agencies as required.
21. Provide pastoral care to pupils.
22. Be responsible for pupils who are not working to the normal timetable
23. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
24. Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring, assessing and managing classes.
25. Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations.
26. Invigilate examinations and tests.
27. To actively participate in the Ofsted process with regard to specialisms.
28. Prepare and present displays.
29. Support the use of ICT in the curriculum.

**Indicative Knowledge, Skills and Experience**1. Met the professional standards for Higher Level Teaching Assistants or equivalent.
2. May have, or be working towards a relevant Foundation degree.
3. Demonstrate specialist skills that may be appropriate to 9(a-d) above.

**Support for the School:**1. Knowledge and compliance with policies and procedures relevant to child protection, confidentiality and data protection, reporting all concerns to the appropriate person.
2. Show a duty of care and take appropriate action to comply with health and safety requirements at all times.
3. Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
4. Contribute to the overall ethos, work and aims of the school.
5. Maintain good relationships with colleagues and work together as a team.
6. Appreciate and support the role of other professionals.
7. Attend relevant meetings as required.
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