



Job Description for Higher Level Teaching Assistant

Duties and responsibilities to include:

Support for Children

- Work with individuals or groups of children as directed by the teacher
- Encourage children to engage with activities led by the teacher or by yourself
- Support the child to complete learning activities as directed by the class teacher, adapting and adjusting as needed
- With the advice of the teacher, plan, deliver and assess learning activities to enable the child to meet the next steps in their learning
- With the advice of the teacher, plan, deliver and assess learning activities for groups of children as required (for example, phonics intervention groups or whole classes)
- Assess the progress of the individual or groups of children who have been supported and feed back to the class teacher and/ or Key Stage leader
- Assist the teacher in future planning to meet children's needs
- Promote and reinforce children's self-esteem and social development
- Have high expectations of the children and promote their independence
- Help children at transition times throughout the day and supervise at playtime and lunchtime as required
- Implement personalised behaviour management strategies under the guidance of the class teacher or Special Educational Needs Co-ordinator
- Deliver directed interventions for children with additional needs under the guidance of the Special Educational Needs Co-ordinator
- Use a variety of ICT software effectively as directed by the class teacher or Special Needs Co-ordinator
- Communicate with parents, staff and external agencies

Support for the Teacher

- Discuss with the teacher the plans for the day/ week/ term
- Help to create an enabling environment which may include display of children's work under the direction of the teacher (your ideas and inspiration are valued highly)
- Monitor children's responses to learning and contribute fully to discussions with the teacher about any observations you have made or concerns.
- Participate fully in visits out of school and take responsibility for organising medication and first aid
- To assist the teacher in classroom discipline in line with our discipline and behaviour policy
- Regularly report back to the teacher on children's progress

- Carry out non directed activities
- Assist with administrative tasks

Support for the Curriculum

- Assist with preparation of materials
- Support the use of IT and develop children's competence and independence in its use

Support for the School

- Contribute to the overall ethos, work and aims of the school
- Read and comply with the policies as listed in the handbook
- Be constantly vigilant for any safeguarding issues (this includes health and safety)
- Participate in training and professional development as appropriate
- Partake in supervision duties as required
- Comply with confidentiality and data protection
- Attend relevant training opportunities

Support at Lunchtime

- To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed
- To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour
- Ensure that all accidents are recorded in the accident book and reported to Reception in order that any appropriate action may be taken
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the teacher in charge.
- Administer first aid as required
- Attend relevant training opportunities