

## **JOB DESCRIPTION**

**NAME:**

**POST TITLE:** Higher Level Teaching Assistant

**LOCATION:** Evelyn Street Primary School

**RESPONSIBLE:** Class Teacher

**POSITION IN ORGANISATION:** HLTA

**DIRECTLY RESPONSIBLE TO:** Class Teacher/Key Stage Leader

### **MAIN PURPOSE**

#### **HLTA**

- To provide teaching support with some responsible for the planning, delivery and assessment of a specialist curriculum area across the school (EYFS-Y6) and delivery of other pre-planned curriculum areas (including core subjects) to whole classes to facilitate management/subject leadership release time for teaching staff and provide class cover in the event of staff absence

### **KEY RESPONSIBILITIES: TEACHING SUPPORT**

#### **SUPPORT FOR THE PUPIL**

- To actively involve parents in the education of pupils by fostering open lines of communication and mutual respect.
- To deliver, organise, facilitate the teaching and learning of a group of children within the age range 2-11 in accordance with most recent DfES conditions of employment and Warrington Primary Academy Trust employment documents to raise standards of all pupils.
- To ensure that resources reflect differentiated group learning and that they cater for different learning styles to enable the appropriate deployment of additional adults in order to raise standards for all pupils.
- To develop personalised learning strategies with due regard to pupil groupings e.g. More able child, Pupil Premium and FSM children, SEND pupils.
- To encourage through role modelling high standards of learning behaviours and presentational skills within pupils work.
- To ensure all staff working with pupils model school handwriting policy
- To promote mutual respect and tolerance of all forms of difference.
- To develop spiritual, social, moral and cultural awareness of pupils to ensure that they become well rounded individuals sensitive to the community's diverse cultures.
- To adhere to the schools behaviour management protocols with an emphasis on the recognition of rewards and praise, seeking areas of strength and building on pupil self - confidence and self –esteem
- Assess the needs of pupils and use detailed knowledge and specialist skills to support and enhance pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations of work and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in learning activities
- Promote independence and employ strategies to recognise and reward achievement
- Provide feedback to pupils in relation to progress and achievement
- Implement IEPs and other specific educational and/or health care plans
- Support pupils consistently whilst recognising and responding to their individual needs

## **SUPPORT FOR STAFF**

- To participate and lead in whole school and individual CPD opportunities that benefits your own and others professionalism.
- To mentor and model good practice to colleagues and students.
- To share best practice across key stages.
- To be involved in the wider curriculum provision of school, Afterschool clubs, visits, discos , fair, charitable fund raising events
- To follow appropriate safeguarding procedures including Whistleblowing policy.
- To engage actively in own and when appropriate colleague's performance management procedures.
- To plan, organise, direct and monitor teaching assistant and Tutors within your class
- Organise and manage an appropriate learning environment with suitable resources
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and provide evidence of progress and attainment
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting independence and respect
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Produce lesson plans, resources, assessment materials etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Plan challenging teaching and learning objectives and evaluate and adjust lessons/plans as appropriate

## **SUPPORT FOR THE SCHOOL**

- To adhere to the schools values, vision and mission statement.
- To work with the Local Governing Body when required.
- To lead by example
- To contribute to actions that ensure the schools development targets are achieved.
- To ensure school environment is maintained to the highest standards in order to meet school curriculum needs and safety standards.
- To be familiar with the school policies and practice which capture all the school's management, organisational and administrative procedures.
- To review and update appropriate policies when required to support up to date and accurate school policies.
- To actively keep abreast of current educational thinking and developments to sustain your own skill and knowledge in order to keep professional practice relevant and up to date.
- To follow the school's policies, schemes of work and procedures as laid out to raise standards for all pupils.
- To fully participate in quality team activities.
- To implement equal opportunities in all aspects of school life.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy including whistle blowing . Reporting all concerns to the appropriate person.

## **SUPPORT FOR THE MULTI ACADEMY**

- To adhere to the Multi Academy values, vision and mission statement.
- To work with the Trust board when required.
- To work with and support the Academy's across the MAT when required.

## **LIMITS OF AUTHORITY**

- **PEOPLE:** No authority to appoint, discipline or dismiss employees.
- **FINANCIAL:** No authority to spend or commit the school to spend.
- **OPERATIONAL:** No authority to alter agreed operating procedures and policies.
- **SECURITY:** Authority to approach any individual on the premises to identify the nature of their visit.

**SECURITY**

All Warrington Multi Academy business and with specific regard to Evelyn Street Academy is to be treated in the strictest of confidence and not to be disclosed to persons outside of the Academy.

You are responsible for ensuring a good standard of house-keeping including observance of the Academy clear desk policy, ensuring all staff and pupil desks, cabinets, PC's IT equipment are secure when classrooms, hall and office space are not occupied.

You have a responsibility to challenge or ascertain reasons for the presence of unauthorised persons on the premises.

I have read and understood the above job description:

Signed..... Name:.....

Date:..... Manager:.....