



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

JOB DESCRIPTION AND SPECIFICATION

Position:	Higher Level Teaching Assistant	Reports to:	Assistant Headteacher
Scale:	Level 4, 2019 Local Government Pay Scale Points 12 - 15	Hours:	32.5 hrs per week 8:30 am – 3:30 pm plus staff meetings term-time plus one week

Purpose or function of the job:

Provide weekly whole class teaching for planned PPA time throughout the school and short term cover for teacher absence.

In liaison with the SENCo, deliver interventions that facilitate the active participation of all children in the academic and social activities of the school and contribute to raising standards of achievement.

Main responsibilities:

1. Support for children

- 1.1. As agreed with the class teacher, take responsibility for delivering planned curriculum activities to the whole class or targeted groups.
- 1.2. Planning and preparation of learning activities.
- 1.3. Provide specialist learning support (requiring in-depth knowledge and experience) to children with a range of special needs, or where English is not their first language.
- 1.4. Monitor pupil care needs and contribute to effective support in line with good practice.
- 1.5. Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the SENCO and class teacher.
- 1.6. Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- 1.7. Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the SENCo.
- 1.8. Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- 2.1. Support the school curriculum, providing additional support and tuition for groups of children as agreed.
- 2.2. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- 2.3. Deliver local and national learning strategies – e.g. literacy, numeracy, KS3, Early Years – and make effective use of other learning activities to support the development of pupils' skills.
- 2.4. Provide targeted support to enhance learning and improve attainment.

3. Support for the teacher

- 3.1. Provide support in evaluating pupil progress and development.
- 3.2. Contribute to the development of IEPs and IBPs for children with special needs.
- 3.3. Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- 3.4. Provide feedback on learning activities and contribute to school review and development planning.
- 3.5. Organise the learning environment and develop appropriate classroom resources as required.
- 3.6. Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

4. Support for the school

- 4.1. Develop and maintain effective working relationships with other staff and parents or carers.
- 4.2. Provide support to the Headteacher & SENCo in ensuring that the whole school provides a safe and healthy environment.
- 4.3. Attend and actively participate in staff meetings.
- 4.4. Contribute to the development of less experienced teaching assistants
- 4.5. Act as a mentor and role model for other teaching assistants.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate

any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification

Qualifications	Essential / Desirable	Method of Assessment
Recognised qualification in Supporting Teaching and Learning e.g. City Guilds, CACHE or completed apprenticeship, HLTA qualification	D	Application form and certificates
Current First Aid certificate	D	Certificate
Evidence of a commitment to ongoing CPD	D	Application/letter
Experience		
Previous experience of working in a primary school or other childcare/education setting	E	Application form/letter/interview
Experience of teaching groups and whole class	D	Application form/letter/interview
Previous experience of working with SEND children	D	Application form/letter/interview
Range of school experience (size/year groups etc.)	D	Application and letter
Basic skills/characteristics and competencies		
Motivated by the opportunity to work with young children	E	Application form/letter/interview
Passion for supporting children to achieve the best possible outcomes	E	Application form/letter/interview
Evidence of being able to use behaviour management strategies to control and discipline children when required	D	Application form/letter/interview
Ability to engage in an appropriate manner with children of ages ranging from 4 -11	E	Application form/letter/interview
Sufficient numeracy, literacy and ICT skills to be able to support children in their learning evidenced by appropriate qualifications and/or past experience and/or references from previous employers	D	Application form/qualifications/ interview/references
The ability to converse at ease with pupils, parents/carers and members of the public and to provide advice and information in spoken English	E	Interview and letter of application
Equality issues		
Thorough understanding of an inclusive classroom and a commitment to equal opportunities within the context of the classroom and the school.	E	Interview
Personal qualities		
Enthusiasm and energy for the job role	E	Letter/interview
Self-motivation and resilience	E	Letter/interview
Punctual, reliable and trust worthy	E	Letter/interview
Support for the ethos and values of a Church school	E	Letter/interview
Safeguarding		
Evidence of a commitment towards Child Protection and Safeguarding procedures	E	Interview/references

Park Street CofE (VA) Primary School is committed to safeguarding and promoting the well-being of all its pupils and expects all staff, parents and volunteers to share in this commitment.