



Penwortham Primary School

“Happy Children Who Achieve”

Higher Level Teaching Assistant Job Description

Job Title:	Higher Level Teaching Assistant
Job Purpose:	<p>Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes. Supporting the supervision of directed tasks and the preparation of resources.</p> <p>The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.</p> <p>To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.</p> <p>In addition to the following duties listed below the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.</p>
Line Manager:	Headteacher
Pay scale:	Grade 7
Working time:	Part Time
DBS Disclosure:	Enhanced

Penwortham Primary School

Support for Pupils

- To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and invigilate examinations.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.
- To assist with movement around the school environment and during school activities.
- To assist in the development of independent social skills.



- To accompany pupils on visits.
- To administer basic first aid/paediatric first aid where appropriately trained.

Support for the Teacher

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.
- To assist in preparation of resources and tidying away.
- To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.
- To assist in monitoring, displaying and the removal of work displays.
- To report pupils' problems/achievements to the teacher as necessary.
- To undertake photocopying and routine clerical duties as necessary.
- To report pupil absence to the school's nominated person as necessary.
- To report information from parents/carers as directed.

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To assist in providing an atmosphere in which effective learning can take place.
- To attend staff training/meetings where appropriate.
- To work within school policies and procedures.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To assist with the supervision of pupils out of lesson times, including before and after school.
- Ensure the availability of appropriate learning aids, materials and equipment.



PERSONAL AND PROFESSIONAL CONDUCT

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions. School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Prepared by: Penwortham Primary School	Date: November 2024
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