

Lancashire County Council

Combined Role Profile

Grade Profile – Higher Level Teaching Assistant / Teaching Assistant Co-ordinator (Grade 7)

POST TITLE:	Higher Level Teaching Assistant / Teaching Assistant Co-ordinator
GRADE:	Grade 7
CAR USER:	
LOCATION:	St Mary & St Andrew's Catholic Primary School
RESPONSIBLE TO:	Designated Senior member of staff but subject to supervision by the classroom teacher in respect of teaching and learning activities.
STAFF RESPONSIBLE FOR:	Teaching Assistants where appropriate
JOB PURPOSE: The main objectives to be achieved by the Postholder	
<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.</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>	
MAIN ACTIVITIES	What the Postholder will actually do (Activities relating to pupil progress will be subject to the agreed system of supervision)
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - 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.

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 work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- 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.

Support for the Curriculum

- 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.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

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.

Person Specification Form

Post Title - Higher Level Teaching Assistant / Teaching Assistant Co-ordinator

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Recognised and relevant NVQ Level 3 qualification or equivalent. NVQ level 4 qualification or equivalent Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	 E D E	 A A A
HLTA status	D	A/I
Experience Experience of working with children Experience of working in a classroom environment Experience of Administrative work Experience of supporting pupils with challenging behaviour Staff management experience	 E E D E D	 A/I/R A/I/R A/I A/I/R A/I/R
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Administrative skills Knowledge of Foundation Stage/National curriculum Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Ability to organise, lead and motivate a team Flexible attitude to work	 E E E E E E E E E E D D E E E E E E E	 A/I/R A/I/R A/I/R A/I A/I A/I A/I A/I A/I A/I/R A/I A/I A/I/R A/I A/I A/I A/I/R A/I/R

<p>Other</p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I/R</p> <p>A/I/R</p>
<p>Special Requirements</p>		