



JOB DESCRIPTION

Post title:	Higher Level Teaching Assistant
Academy:	Oxclose Primary Academy
Reporting to:	Headteacher
Salary/Pay range:	£27,711 to £30,060 FTE, £23,909 to £25,936 Actual
Hours of work:	Full time, term time only plus 5 training days

Purpose of Job

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of teaching and learning activities under the professional direction of a qualified teacher, in line with the school's policies and procedures.

Main Duties and Responsibilities

Teaching and Learning activities

- To help pupils make progress in a range of classroom settings, including, working with individuals, small groups and whole classes where the assigned teacher is not present, e.g. known and unknown teacher absence within the phase or year group.
- To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages of phases and make effective use of other learning activities to support the development of pupils' skills.
- To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To organise and manage safely, the physical teaching space and resources for which they are responsible.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress and achievement.

Planning, Monitoring and Assessment

- Within an agreed system of supervision, plan challenging teaching and learning objectives and deliver learning activities to pupils, making adjustments according to pupil responses/needs, as appropriate.
- To produce lesson plans and resources.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities.
- To maintain and analyse records of pupils' progress.
- To provide feedback to pupils and colleagues on pupils' learning and behaviour.
- To contribute to identifying and to undertake appropriate out of school learning activities, which consolidate and extend work carried out in class.



- To work with colleagues to ensure pupils with SEND can access the wider curriculum.

Support for Pupils

- To communicate effectively and sensitively with pupils to support their learning.
- To develop and implement SEND Support Plans, Individual Health care plans and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning.
- To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.
- Provide support to pupils in more specialist areas of learning.

Other Duties

- Under the supervision of the Headteacher or other designated teachers, to invigilate internal assessments.
- Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.
- Take responsibility for pupils on visits, trips and out of school activities as required.
- To promote effective children's safeguarding and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting concerns to an appropriate person.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To attend meetings and engage in development activities/training as required, by the school.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- To work closely with the SENDCo to develop the provision offered to our pupils with physical and medical needs.
- To liaise with medical professionals on behalf of the SENDCo.
- To create Individual Health Care Plans for those pupils with complex physical and/or medical needs by working closely with parents.
- To lead and oversee the support given to our pupils with complex physical and medical needs.
- To lead on interventions specifically aimed at our more complex pupils including Life Skills, Communication Group and Makaton.
- To undertake the role of Educational Visits Coordinator (EVC)
- Any other duties as may reasonably be requested by the School Headteacher and SENDCo. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Provide information to any emergency service when requested.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of pupils and young people. Taking appropriate action in accordance with academy policies and Keeping Pupils Safe in Education 2023 where required.