



The Coombes CE Primary School

Higher Learning Teaching Assistant (HLTA)

JOB DESCRIPTION

Salary: Grade 5, SP 12 to 17

Hours of Work: 8:30 am to 3:30 pm (1 hour lunch break)

Contract type: Permanent, Term Time, 30 hours a week

Reporting to: Deputy Headteacher

Job Purpose:

- To complement the professional work of teachers by taking responsibility for supporting and facilitating agreed learning activities in line with the school teaching and learning policy
- To carry out professional duties and support class teachers in the facilitation of the highest quality learning for an assigned class/year group and support colleagues (teaching assistants) in doing the same.
- Support the classroom teacher to ensure the safety and welfare of the pupils, throughout the school day
- To promote the aims and objectives of the school and maintain its philosophy of education.
- To deliver targeted support and additional provision sessions throughout the school
- To lead teaching and learning in a classroom in the absence of a teacher.
- To effectively work as a team leader for Teaching Assistants- supporting their professional development and support systems in order to provide the highest quality educational support for our pupils

Responsibilities:

The main responsibilities for this post are:

- Work in partnership with teachers, within the agreed system and timetable of supervision, to deliver and/or support learning activities to the whole classes or small groups- including leading whole class teaching if required
- To work in conjunction with the rest of the staff team, to ensure high quality delivery of the curriculum and agreed intervention programs
- To build and maintain successful relationships with pupil, treat them consistently, with respect and consideration.
- To deliver daily phonics lessons (Read, Write, Inc)
- To support individuals or groups assigned by the teacher in raising standards.
- To lead interventions and complete related assessments and report information to class teachers
- To be aware of the vulnerable groups of pupils within a class/phase and provide personalised feedback and support, guided by the class teacher
- To keep the pupils on task and to build motivation by modelling good practice.

- To plan and deliver learning activities to groups and individuals when guided by the class teacher.
- To observe and assess children in order to support the class teacher plan for next steps in their learning.
- To take responsibility for maintaining agreed areas of a well-resourced, attractive learning environment.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- To be flexible within working practices of the setting, undertaking other duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, first aid, personal care etc.
- To attend where appropriate, staff training, after school meetings and educational trips.
- To support the Deputy Head and Key Stage Lead in the leadership, management and training of the teaching assistants.

Monitoring, Assessment, Recording, Reporting:

- To provide feedback to the class teacher on pupils to help set targets for progress.
- Support the class teacher through clear communication.
- To complete/add/manage evaluation and analysis of pupil outcomes through online assessment systems

Impact on Wider School:

- To promote and support the principle that all class-based staff are leaders of learning.
- To have high expectations of all pupils.
- To support whole school events and initiatives e.g. Sports Day, Class Trips, Annual Events
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.
- To ensure consistency in provision and support for pupils throughout the school

Personal Qualities and Attributes:

- To model the school values and vision
- To be creative, warm, engaging and transparent.
- To be well organised, calm and positive.
- To be able to quickly engage and build appropriate relationships with children.
- To have high levels of emotional literacy.
- To be dependable and reliable.
- To be willing to go the extra mile, have high levels of stamina, energy and determination.
- To be an effective team member and a model of professionalism.
- To be flexible, able to respond quickly to changes and think on your feet.

Other Professional Requirements:

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.

- To take responsibility for own professional development and duties in relation to school policies and practices.