



Evergreen Primary School

Job Description – Higher Level Teaching Assistant (HLTA)

Responsible to - Head Teacher

Role:

- The post will not be classroom based to ensure flexible working throughout the school
- (although a timetable will be in place).
- To work across the whole school to cover staff absences, designated curriculum development time, senior management time and PPA time.
- To work under the guidance of the Assistant Head Teacher for pastoral development to support pupils emotional health and well-being throughout the school.

As part of the staff of Evergreen school you will be expected to:

1. Promote the agreed aims, ethos and policies of the school at all times.
2. Actively contribute to and work as a member of the staff team.
3. Take part in training as appropriate to post.

This job description will be subject to review at least once each academic year and may be amended as part of that review or at any other time in consultation with the post holder.

Any other duties that from time to time may be required by the Head Teacher.

General Responsibilities:

- Have regard for the Children Act 2004 and treat all pupils with respect and provide for their personal, educational and learning needs.
- Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions Document.
- Be a member of the team who make up the whole school staff.
- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparation and delivering learning activities for individuals, groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Be responsible for the management of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training. (to be arranged)

Curriculum Delivery:

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy.

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Work unsupervised with individual children, small groups and the whole class under the overall supervision of the class teacher.

Support for Teachers:

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lesson/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents and carers in pupil's learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson plans, worksheets etc.

Pastoral Care:

- Know the individual children.
- Talk and listen to children.
- Communicate with parents and external agencies.
- Communicate with other team members.
- Provide advice and support to the team of support staff.
- Contribute to both the physical and emotional health, and the well being of the children.

Line Management:

- Support learning support assistants in their role.
- Liaise between the SMT, teaching staff and support staff.
- Represent learning support assistants at senior management and other appropriate meetings.
- Identify training needs to support the continuous professional development for learning support assistants.

Support for the School:

- Contribute to the overall ethos/work/aims of the school.
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support equality and diversity policies and ensure all pupils have equal access to opportunities to learn and develop.

Specific Responsibilities to the Post:

- Assist the designated teacher for PSHE/Emotional Health and Well-being to gain and then maintain Healthy School Status.
- Deliver the 'ASDAN' Stepping Stones programme to some Y5 and Y6 pupils.
- Attend relevant CPD courses.
- Assist the designated teacher for PSHE/Emotional Health and Well-being in the development of a Whole School Food Policy.
- Assist the SLT in the management of behaviour throughout the school.
- Support the delivery of the SEAL Primary Strategy throughout the school.
- Promote healthy eating throughout the school e.g. healthy snacks at break time, packed lunches.
- Complete a weekly plan on the staff drive for monitoring purposes by the SLT.
- Ensure educational visits procedures are completed for out of school activities including risk assessments.
- Ensure that B Squared assessments are kept up to date.
- Contribute to Annual Review Reports.
- Contribute to End of Key Stage Reports.
- Administer prescribed medication in the absence of the clinical support assistant or school nurse.
- Assist the Early Years Co-ordinator in implementing the EYFS curriculum.