

St Pauls C of E Primary School

Job Description



Job Title: Higher Level Teaching Assistant

Post Reports to: Headteacher/Inclusion Lead

Post Responsible for: No responsibility for staff

Hours of Work:

Salary: Scale 5 (points 12 to 17)

Major Duties and Responsibilities

Planning, Monitoring and Assessment, Teaching and Learning Activities, Supervision of pupils, supporting the school class teacher and Inclusion Lead.

Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including, evaluating and adjusting lessons/work plans.
- Planning and preparation of 1 to 1 lessons to meet the needs as identified on pupils SEND support plan / Education, and Health and Care Plan.
- As directed by the teacher, to plan their role in lessons, including providing verbal and written feedback to pupils and colleagues on pupil learning & behaviour
- To select and prepare teaching resources that meet the diversity of pupil's needs and interests
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others .
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Liaise with teachers from mainstream classrooms and support their planning so that children can be met when accessing mainstream provision.

Teaching and Learning

- To teach 1 to 1, small groups and whole classes
- To communicate effectively and sensitively with pupils to support their learning
- To promote and support the inclusion of all pupils in learning activities
- To use behaviour management strategies, in line with the school's behaviour management policy and procedures, to contribute to a purposeful learning environment
- To advance pupils' learning in a range of classroom settings, including working with small groups and whole classes where the assigned teacher is not present
- To recognise and respond effectively to equal opportunity issues as they arise, including challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures
- To organise and manage safely the learning activities, physical teaching space and resources for which they have responsibility.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need

Monitoring & Assessment

- With teachers, evaluate pupil progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress including entry and exit data.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific groups of children.
- Support the teaching staff and school SENDCo with reporting pupils' progress and achievements at parents meetings / SEND review meetings, which are sometimes held outside, school hours.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures.
- Understand and implement Oak Tree Primary School's Child Protection and Safeguarding Procedures and comply with legal responsibilities.
- Assist in maintaining good behaviour for learning of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise break time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include Stockport Inclusion Service, social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Other

Any other duties required by the class teacher, SENDCo or Senior Leadership Team, which is within the scope of this post.

- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Support the school SENDCo
- Contribute towards achieving the school IQM CofE Award.
- Provide intimate care for children if needed.