

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Title: Higher Level Teaching Assistant

Grade: Scale 6

School: SANDHURST PRIMARY SCHOOL

Section:

Reports to: Headteacher

MAIN PURPOSE OF THE JOB

Plan, prepare, deliver, assess, report and mark learning activities for individuals/groups or short term for whole classes under an agreed system of supervision

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- 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
- Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
 - Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
 - Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
 - Administer and assess/mark tests and invigilate exams/tests
 - Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil response/needs
- Deliver literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- 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
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security and data protection, reporting concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative to develop appropriate multi-agency approaches to supporting pupils

- Lead for whole school in specialist area and share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be responsible for the provision of out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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PERSON SPECIFICATION

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EXPERIENCE (Essential Requirements)

Experience working with children of relevant age in a learning environment

QUALIFICATIONS/TRAINING (Essential Requirements)

Excellent numeracy/literacy skills - equivalent to NVQ Level 2

Meet Higher Level Teacher Assistant standards or equivalent qualification or experience (please see Appendix attached)

Training in the literacy/numeracy strategy

KNOWLEDGE/SKILLS (Essential Requirements)

Can use ICT effectively to support learning

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Working knowledge and experience of implementing national curriculum and other relevant learning programmes

Good understanding of child development and learning processes

Understanding of statutory frameworks relating to teaching

Constantly improve own practice/knowledge through self-evaluation and learning from others

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these