

Job Description and Person Specification Higher Level Teaching Assistant GR9005

Job details	
Job title	Higher Level Teaching Assistant Level 1
School	
Section	
Location	
GR Number	GR9005
Grade	Scale F
Responsible to	Responsible to the Headteacher or a Senior Teacher. Works to and with a qualified teacher on a day to day basis.
Responsible for	
Effective date	

Role and context
<p>Job purpose</p> <p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing or short term for whole classes under an agreed system of supervision.</p>
<p>Context</p> <p>Job Family: Classroom and Pastoral</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <ul style="list-style-type: none"> • For use in all schools and units as appropriate. • Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers. • STANDARDS AND REGULATIONS FOR HIGHER LEVEL TEACHING ASSISTANTS Higher Level Teaching Assistants should have regard to the standards and regulations published by the DfES and the National Employers in carrying out their responsibilities.

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Undertakes the job description of a Teaching Assistant at NVQ 3 level but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative. Can deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. Main additional responsibilities are set out below.	
Support for pupils	
Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.	1
Take responsibility for developing and implementing IEP's (Individual Education Plans).	2
Support for Teachers	
Take responsibility for organising and managing appropriate learning environments and responses.	3
Responsible for recording progress and achievement in lessons/activities.	4
Establish a clear framework for disciplinary matters.	5
Leads meetings with parents to give constructive feedback on pupil progress/achievement.	6
Support for the curriculum	
Uses ICT effectively for learning activities and developing pupils' competence and independence in its use. Able to select and prepare the necessary resources to teach learning activities.	7
Takes responsibility for advising on the appropriate deployment and use of specialist aids/resources/equipment.	8
Support for the school	
Assists with the development of school policies and procedures relating to child protection, health safety and security, confidentiality and data protection.	8
Takes the initiative in developing appropriate multi-agency approaches to supporting pupils.	10
Takes responsibility for the provision of out of school learning activities within guidelines established by the school.	11
To undertake other similar duties and activities within the grade and scope of the post as directed by the Headteacher.	12

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE (or equivalent NVQ 2 level) Maths and English; • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience; • Training in the literacy/numeracy strategy; • Specialist skills/training in curriculum or learning area, e.g. bilingual, sign language, ICT; • Can work at NVQ 4 level overall. 	
Experience	
<ul style="list-style-type: none"> • Experience of working with pupils of relevant age in a learning environment. 	
Skills/knowledge	
<ul style="list-style-type: none"> • Can use ICT effectively to support learning; • Full working knowledge of relevant policies/codes of practice/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. 	

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.