St Mary’s Church of England (VC) Junior School

‘Care. Believe. Succeed’.

**POST TITLE: HIGHER LEVEL TEACHING ASSISTANT**

**Grade:** H5

**Hours:** Part time2 or 3 days per week, 8.30am-3.20pm)

**Reporting to:** SENDCo and SLT

**Main purpose**

To work with teachers to plan, organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher and the SENCo.

**Key responsibilities**

* Plan, prepare and deliver specified learning activities and/or interventions to individuals, small groups and/or classes, modifying and adapting activities as necessary under the direction and supervision the SENCo or class teacher.
* Assess, record and report on development, progress and attainment
* Provide short- term cover supervision of classes across KS2.
* Liaise with staff and other relevant professionals and provide information about pupils, as appropriate
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
* Assess the needs of pupils and use knowledge and specialist skills to support pupils’ learning
* Support pupils in social and emotional well-being, reporting problems to the teacher, as appropriate
* Teaching Assistants at this level are expected to:
* Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
* Provide specialist support to all pupils in a particular learning area (e.g. English, numeracy or other National Curriculum subject).

**Teaching Assistants in this role may also undertake some or all of the following:**

* Support the role of parents/carers in pupils’ learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
* Contribute to the development of policies and procedures
* Supervise or manage the work and development of other classroom support staff
* Be responsible for the preparation, maintenance and control of stocks of materials and resources
* Liaise with external agencies on a regular basis
* Provide pastoral care to pupils
* Be responsible for pupils who are not working to the normal timetable
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
* Be responsible for the presentation of displays.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
* Works under the direction of the SENCO/class teacher in delivering specified learning activities to individuals, groups and/or whole classes. Independently plans, prepares and delivers learning, assesses records and reports on development, progress and attainment, refers complex problems.
* Under the direction of the SENCo/ teacher, takes responsibility for assessing pupil overall learning needs in specialist field and providing learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.

**Experience, Knowledge, Skills & Abilities (See person specification)**

* Requires knowledge and procedures for supporting and leading learning activities in a specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering specified work to groups and classes.
* Knowledge at NVQ level 3 plus additional knowledge in specialist area; working at or towards professional standards for HLTA
* Demonstrate specialist skills that may be appropriate to the above.
* Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
* Contributes to planning and development of learning activities with teachers; plans specified learning activities; responds to activity-related problems without referral to teachers. May be involved in planning, organising and developing provision plans.
* Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
* Works with the SENCo/teachers to plan and evaluate learning activities, exchange information with other staff, parents/carers.
* Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
* Prepare and clear up learning resources, equipment; keyboard skills

**Supervision**

* The jobholder will be managed by the SENCo but may work with other school leaders and many teachers across the school.
* Day to day direction/supervision will usually come from the class teacher or individual covering the class (where it is not the post holder) in the absence of the class teacher to whom he/she is assigned.