

Name:

JOB DESCRIPTION

LOCATION: St Luke's C E Primary School

JOB TITLE: Higher Level Teaching Assistant

JOB PURPOSE: To liaise with Key Stage Leaders and class teachers in order to plan, prepare and deliver lessons for individual students, groups or whole classes

To be responsible for the day to day supervision of other teaching support staff.

To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.

LINE MANAGER: Headteacher

RESPONSIBLE FOR: The day to day supervision and curriculum delivery for children across the school.

LIASING WITH: School staff, pupils, parents, volunteers, governors, colleagues in other schools, third part service providers, and all other stakeholders involved with the school.

SALARY SCALE: G6 (pro-rata salary, 26.5 hours per week)

WORKING TIME: 26.5 hours per week, term time only between the hours of 08:00am and 4:30pm, including 3 INSET days per academic year) working pattern to be determined by the Headteacher

DBS: Enhanced

Support for Pupils

1. To complement the professional work of teachers under an agreed system of supervision.
2. To monitor, assess, record and report pupils achievement, progress and development.
3. To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom.
4. To develop and implement IEPs for students.
5. To adjust lessons and/or work plans as appropriate.
6. To provide objective and accurate feedback and reports as required on pupils achievement.
7. To produce lesson plans and worksheets.
8. To deliver local and national learning strategies.
9. To plan, teach and deliver lessons in line with the national curriculum, in the school day, and at extra-curricular before and after school learning activities when required, within guidelines set by the school.
10. To contribute to the development of relevant policies and procedures.
11. To maintain good order and keep all children safe.
12. To promote self-esteem and independence for all children.
13. To establish constructive relationships with children, interacting with them according to their individual needs.
14. To mark work and feedback on pupil progress

15. To promote inclusion and acceptance of all children
16. To administer first aid if required
17. To accompany children on visits, trips and out of school activities as may be reasonably directed.
18. To be a positive role model for all pupils

Support for School and School Leadership

1. To work in partnership with parents/carers, school staff and other professionals.
2. To participate in further professional development as required.
3. To embrace the Christian ethos of the school and promote the school's Christian Values in all activities.

Administration

1. To accurately maintain all records relating to planning and assessment, behaviour, first aid and safeguarding.

Safeguarding

1. To comply with policies and procedures relating to safeguarding, health and safety, administration of medication, lone working, intimate care, confidentiality and data protection, reporting any concerns to the Headteacher and to complete all necessary paperwork as required.
2. Declare to the Headteacher, immediately, any changes in personal circumstances that may compromise the safeguarding of all children, staff and other stakeholders in the school, or that may affect the employee's ability to safely perform their duties.
3. To comply with all current legislation and guidelines.
4. To report any concerns or risks to the Headteacher or their deputy designated lead for safeguarding, immediately.
5. To support and embrace the positive mental health and wellbeing of all staff and pupils.
6. To undertake training on all areas within your area of work, as required.

Health and Safety

1. To undertake Health and Safety Training on areas within your remit.
2. To comply with the school's health and safety policy and current legislation relating to it.
3. To record all entry to and exit from the building on the electronic staff register.
4. To wear the issued staff identification badge at all times during the school day.

Other Specific Duties

1. To work to the Government Legislation relating to the DfE National Curriculum (or its successor)
2. To participate in the staff review and appraisal process
3. To carry out the duties in the most effective, efficient and economic manner available
4. To continue personal development in the relevant area
5. To assist in other appropriate activities for the benefit of the school, as determined by the Headteacher

Signed

Signed S Hardaker - Headteacher

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