****ST. MARY’S CE PRIMARY SCHOOL, BUCKINGHAM ROAD, CADISHEAD

# Job details

**Job title:** Higher level teaching assistant (HLTA)

**Start date**: September 2021

**Salary:** £18, 257 Term Time Only

**Hours:** Monday to Friday 28 hours broken down as follows:

22 hours direct teaching, 3 x hours computing & 3 x hours self-directed preparation time

**Contract type:** Permanent

**Reporting to:** Senior Leadership Team (Headteacher & 2 x Assistant Headteachers)

**Closing Date**: 9:00 Friday 7th May 2021

**Interviews**: Friday 14th May 2021

**JOB DESCRIPTION**

# Main purpose

1. Working in partnership with teachers to deliver learning activities to whole classes during the teacher’s PPA time
2. Using initiative to assess and evaluate pupils’ needs, and leading the delivery of learning activities
3. Taking responsibility for planning challenging learning objectives
4. Selecting and preparing appropriate resources to lead learning activities
5. Trouble shooting whole school computing issues (the school is well stocked with both desktop PCs and Ipads)

**Monitoring and Assessment**

1. To provide feedback to pupils in relation to progress and achievement.
2. To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
3. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
4. To undertake marking of pupils’ work and accurately record achievement/progress
5. To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed.

**Teaching and Learning**

1. To provide cover for whole classes supervising work set in accordance with the school’s policy.
2. To maintain order in class and keep pupils on task.
3. To respond to questions and generally assist pupils to undertake set activities.
4. To support, assist and supervise children in or outside classes under the direction of the teacher.
5. To deal with any problems or emergencies according to the school’s policies and procedures.
6. To collect any completed work after the lesson and return it to the appropriate teacher.
7. To report back as appropriate using the school’s agreed referral procedures on the
8. To provide assistance, as required, in the development of learning resources within the school.
9. To assist at breaktime as required.
10. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
11. To implement local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
12. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
13. To help pupils to access learning activities through specialist support.
14. To administer and assess routine tests and invigilate exams/tests.

**General**

* To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop