

# **Golborne Community Primary School**

## **JOB DESCRIPTION**

<b>Post:</b>	Higher Level Teaching Assistant (in Early Years)
<b>Job Purpose:</b>	<p>To liaise with the teacher in order to plan, prepare and deliver lessons for individual students, groups or whole classes</p> <p>To be responsible for the management and development of a specialist area within the school and to supervise other teaching assistants.</p> <p>To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.</p>
<b>Responsible to:</b>	The Phase Leader, Deputy Headteacher and Headteacher
<b>Salary:</b>	Grade 6

### **Purpose of the job:**

- To compliment the professional work of teachers under an agreed system of supervision.
- To monitor, assess, record and report pupil's achievement, progress and development.
- 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
- To develop and implement IEP's and Pupil Profiles for students.
- To adjust lessons and/or work plans as appropriate.
- To provide objective and accurate feedback and reports as required on pupil's achievement.
- To produce lesson plans and teach classes when necessary.
- To plan and deliver before and after school learning activities within guidelines set by the school.
- To contribute to the development of relevant policies and procedures.
- To fully support the school's ethos, vision, policy and procedures.

### **Other specific duties:**

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

### **Health and Safety Training**

- To undertake Health and Safety Training on areas within your remit.
- To support and follow all of the school safeguarding policies.