Job Profile

Higher Level Teaching Assistant

Your job

Job purpose: To liaise with the teacher 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.

Reporting to: Headteacher, School Business Manager, teachers

Responsible for: Other teaching assistants

Liaising with: Headteacher, other staff – teaching and non teaching, students, parents/carers, LA

Grade: G6 **Gauge Ref:** A23291

Disclosure level: Enhanced

Job Outline:

- To compliment the professional work of teachers under an agreed system of supervision.
- To monitor, assess, record and report pupils 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 for students.
- To adjust lessons and/or work plans as appropriate.

- To provide objective and accurate feedback and reports as required on pupils achievement.
- To produce lesson plans and worksheets.
- To deliver local and national learning strategies.
- 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. If required to assist with pupil first aid, liaise with parents/carers and staff.
- To assist with arrangements for visits to school from outside agencies.

Other specific duties:

- To carry out 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 the designated work area

Schools Job Profile Acceptance Form

Higher Level Teaching Assistant

G6 – A23291

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____

Person Specification / Selection Criteria

Higher Level Teaching Assistant

G6

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age in a learning environment	E		A, I, R,
Experience of ICT to support learning	E		A, I, R, T
Experience of supervising other staff		D	A

B. Training and Qualifications

	Essential	Desirable	Source
Meet Higher Level Teaching Assistant standards/equivalent qualifications	E		A, I
Training in the relevant strategies or a willingness to undertake such training	E		I
ILM (NEBS) or equivalent supervisory experience		D	A, I
3 x GCSE C or above or equivalent Maths and English or equivalent recognised qualification	E		A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use ICT effectively to support learning	E		A, I, T
Knowledge of relevant policies/codes of practice and relevant legislation	E		A, I
Knowledge of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	E		A, I
Good understanding of child development and learning processes	E		A, I
Understanding of statutory frameworks relating to teaching	E		A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	E		A, I
Knowledge of physical, intellectual, emotional and social development of children (PIES)	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of strategies deal with whole classroom and individual behaviour	E		A, I
Ability to organise, lead and motivate a team		D	A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self evaluation and learning from others	E		A, I
Ability to use ICT effectively to support learning	E		A, I, T
Ability to work under supervision and as a team member	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I