

London Borough of Enfield

PRINCE OF WALES PRIMARY SCHOOL

Post Title: Higher Level Teaching Assistant
Present Grade: Scale 4
Reports to: Class Teacher/Lead Teaching Assistant/Headteacher

PURPOSE OF JOB:

Under the direction and supervision of qualified teachers to complement teachers' delivery of the national curriculum.

To work collaboratively with teaching staff and share in their responsibility for the development and education of all pupils by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.

To provide specialist knowledge and skills to support an area of learning.

DUTIES:

Planning

Contribute to teachers' planning and preparation of lessons at various stages of the planning cycle.

Assist in the selection and preparation of teaching resources in order to meet individual and group pupil needs and interests.

Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school's policies and procedures.

Teaching and Learning

Working with a pre-determined lesson framework, communicate effectively and sensitively, the full delivery of the curriculum.

Provide detailed verbal and written feedback on lesson content and pupil behaviour to teachers and pupils.

Motivate and advance pupils learning by using clearly structured, interesting teaching and learning activities.

Promote and support the inclusion of all pupils, including those with specific needs, in the learning activities in which they are involved.

Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment.

In accordance with arrangements made by the head teacher, advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

Organise and safely manage the learning activities, physical teaching areas and resources for which responsibility has been given.

Develop methods of promoting and reinforcing children's self-esteem and independence within the classroom environment and where appropriate foster links between home and school.

Assist the class teacher in encouraging acceptance and integration of the child/ren with special needs.

Under the direction of the class teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.

Undertake a range of appropriate administrative duties to support teaching activities as required.

Monitoring and Assessment

Support teachers in evaluating pupils' progress through a range of assessment activities.

Assess pupils' responses to learning tasks and where necessary modify methods to meet individual and /or group pupil needs.

Monitor pupils' participation and progress ensuring constructive support is given to pupils as they learn.

Assist in the maintaining and analysing records of pupils' progress.

Carry out programmes of observation and assessment as planned by the appropriate professionals. Provide reports, evaluations and other information to assist in the provision of appropriate support for specific child/ren.

Mentoring, Supervision and Development

Guide the work of other less experienced adults supporting teaching and learning in the classroom when required.

Attend and participate in staff meetings and training days/events as requested.

To be aware of the school environment and assist in its upkeep (e.g. staffroom duty, watering floral displays).

Behaviour and Pastoral

Recognise and challenge any incidents involving bullying, harassment and misuse of equal opportunities ensuring compliance with relevant school policies and procedures.

Identify and monitor suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.

Assist with maintaining good discipline of pupils throughout the school at all times. Escort and supervise pupil(s) on planned visits/journeys, home or hospital.

Assist with the reception and departure of children at the beginning and end of school sessions.

Provide support and assistance for children's pastoral needs (e.g., dressing, going to the toilet, caring for sick, injured or distressed children).

Carry out therapy programmes under the direction of professionals, as and when required.

Foster and maintain close and supportive relationships with parents referring difficult or sensitive matters concerning pupils to teaching staff.

Any other duties required by the class teacher/Senior Teacher/Headteacher within the scope of this post.

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.