



TIPTREE HEATH PRIMARY SCHOOL

JOB DESCRIPTION – HIGHER LEVEL TEACHING ASSISTANT

Job Title	HLTA LEVEL 2
Grade	Scale 5-6
Reports to	Headteacher, Deputy Headteacher & Class Teacher
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>Provide learning activities for classes under the professional direction and supervision of a qualified teacher.</p> <p>Level 2 HLTAs will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment</p>
Principal Accountabilities	<p>Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision</p> <p>Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning</p> <p>Deliver learning activities to pupils, adjusting activities according to pupil responses/needs</p>
Duties	<p>SUPPORT FOR TEACHERS</p> <ul style="list-style-type: none"> • Organise and manage appropriate learning environment • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment • Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence • Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

	<p>SUPPORT FOR PUPILS</p> <ul style="list-style-type: none"> • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils <p>SUPPORT FOR THE CURRICULUM</p> <ul style="list-style-type: none"> • Use ICT effectively to support learning activities and develop pupils' competence and independence in its use • Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
General	<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none">• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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