**Grappenhall Heys Community Primary School**

**JOB DESCRIPTION**

**POST TITLE: HIGHER LEVEL TEACHING ASSISTANT LEVEL 3**

**RESPONSIBLE TO: Headteacher, Assistant Headteacher, Teachers**

**OVERALL PURPOSE OF THE JOB**

The main purpose of the HLTA will be to provide PPA cover. This will involve leading teaching and learning for classes under the direction of class teachers.

**JOB PROFILE**

* Work as part of the school team delivering the highest quality of care and education.
* Work with and supervise classes, individuals and groups of children inclusive of specific individual learning needs under the direction/instruction of teaching and/or senior staff.
* Enable access to learning for all pupils and assist and support in classroom management and behaviour techniques.
* Under the direction and guidance of the class teacher, support the delivery of specialist support and take a supporting lead role in addressing the needs of pupils who require help to overcome barriers to learning
* Deliver learning programmes and support individual pupils, small groups (and whole classes during the short-term absence of the class teacher).
* Contribute to the provision and maintenance of a healthy, stimulating, safe, enabling, aesthetically pleasing learning environment.
* Develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.
* Contribute and plan for the preparation, delivery and evaluation of learning experiences that will enhance children’s physical, intellectual, emotional, social and moral development.

**MAIN DUTIES – SUPPORT FOR PUPILS**

* Establish good relationships with pupils, acting as a role model by presenting a positive personal image and responding appropriate to individual needs.
* Support classes, individual pupils and groups, introducing activities and using a range of strategies to support all pupils in their learning and responding appropriately to the needs of individual pupils.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Give regular feedback on pupil’s progress to the class teacher.
* Provide feedback to pupils in relation to progress and achievement.
* To help to maintain class, individual and group records when asked to by the class teacher.
* Contribute to the planning and evaluation of learning activities for classes, individual and groups.
* Liaise with and maintain effective working relationships with colleagues, parents and other professionals.
* Help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside.
* Assist with the implementation of Individual Education Plans.
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
* Use specialist (curricular/learning) skills/training/experience to support pupils.
* To undertake all care tasks related to the children’s physical welfare in accordance with Local Authority guidance and procedures.
* Respect the confidentiality of pupil information and respond sensitively to pupils’ needs.
* Be aware of the particular learning and physical needs of the pupils you support.

**SUPPORT FOR THE TEACHER**

* Prepare the classroom for lessons, clearing away afterwards as appropriate.
* Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the class teacher.
* Be responsible for keeping and updating records, information and data, producing analysis and reports as required.
* Provide objective and accurate feedback and reports as required, to the class teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Undertake marking of pupils’ work to predetermined expectations/criteria and accurately record achievement/progress.
* Liaise with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils (this includes attendance at parents meetings).
* Contribute to the development and implementation of appropriate behaviour management strategies.
* Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
* Provide clerical/administration support as required (e.g. photocopying, typing, filing, collecting money, etc.)
* Provide objective and accurate feedback and reports as required, to the class teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records in agreed format with the class teacher, contributing to reviews of systems/records as requested.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in accordance with school policies and procedures.
* Liaise sensitively and effectively with parent/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under the class teacher’s supervision.

**SUPPORT FOR THE CURRICULUM (under the guidance of the class teacher)**

* Follow agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment.
* Contribute to the development of lesson/work plans.
* Provide curriculum/resource support and undertake programmes including those linked to local and national learning strategies.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Assist pupils to access learning activities through specialist support as required.
* Determine the need for, prepare and maintain general and specialist equipment and resources.

**SUPPORT FOR THE SCHOOL**

* Ensure strategic processes are complied with in order to overcome barriers to learning, including behaviour management strategies.
* Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
* Accompany teachers and pupils on educational visits, trips and out of school activities as required.
* Assist in maintaining high standards of health and safety at all times.
* Maintain good relationships with colleagues and work together as a team.
* Assist in the supervision of classroom and outdoor activities.
* 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.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* Practical knowledge of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Attend and participate in regular meetings as appropriate.
* Participate in training and other learning activities as required.
* Establish own best practice and use to support others.
* Assist in the supervision, training and development of other classroom support staff and volunteers
* Assist with the planning and participate in opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.