



**“Let your Light shine”**

**Matthew 5:16**

## **The Polehampton C. of E. Schools**

### **Teaching Assistant (TA) & Higher Level Teaching Assistant (HLTA)**

### **Job Description and Person Specification**

**“Let your light shine” Matthew 5:16**

These words are at the heart of our school's vision. They inspire and motivate our whole school community.

We want our staff to let their lights shine, so they can support and challenge our pupils to develop and flourish in our Polehampton Schools.



### Job description Teaching Assistant (TA) or Higher Level Teaching Assistant (HLTA)

- **Job title:** Teaching assistant (TA) / Higher level teaching assistant (HLTA)
- **Salary:** TA Grade 3, scp. 5-6 /HLTA Grade 5, scp. 12-17
- **Hours:** Full time TA 27.5hrs /week (infants); 28.75hrs/week (juniors)
- **Contract type:** [full-time/part-time], [fixed-term/permanent], Term time only
- **Reporting to:** Heads of School/Class Teacher

### Main purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a tidy, stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher, record on trackers or post- it- notes
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Additional for HLTA:

- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Run interventions (small group or 1:1) as directed by the Inclusion Lead or teachers



## Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Additional for HLTA's:

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

## Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- To maintain strict confidentiality regarding pupil/school matters

## Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- To be familiar with the school's policies, particularly on Health & Safety, Safeguarding, First Aid and the administration of medicines



- First Aid and/or lunchtime/break time playground supervision as required

## Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar.

## Other areas of responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Log incidents, pupil conversations or observations of concern on CPOMS

The TA/HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other reasonable tasks and duties appropriate to the level of the role, as directed by the headteacher.



## Person Specification

<b>CRITERIA</b>	<b>QUALITIES</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>• First-aid training, or willingness to complete it</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Experience working in a school environment or other educational setting</li> <li>○ Experience working with children / young people</li> <li>○ Experience planning and delivering learning activities</li> </ul> <p>For HLTA:</p> <ul style="list-style-type: none"> <li>○ Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>○ Good literacy and numeracy skills</li> <li>○ Good organisational skills</li> <li>○ Good time management and ability to prioritise</li> <li>○ Ability to build effective working relationships with pupils and adults</li> <li>○ Skills and expertise in understanding the needs of all pupils</li> <li>○ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>○ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>○ Excellent verbal communication skills</li> <li>○ Active listening skills</li> <li>○ The ability to remain calm in stressful situations</li> <li>○ Knowledge of guidance and requirements around safeguarding children</li> <li>○ Good ICT skills, particularly using ICT to support learning (Chrome books, iPads, laptops, IWB) and use a printer and photocopier</li> <li>○ Knowledge of Office 365 for emails, TEAMS, Google Drive &amp; cloud based safeguarding systems</li> <li>○ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul> <p>For HLTA:</p> <ul style="list-style-type: none"> <li>○ Understanding of effective teaching methods</li> <li>○ Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>○ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> </ul>



	<ul style="list-style-type: none"> <li>○ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>○ Enjoyment of working with children</li> <li>○ Sensitivity and understanding, to help build good relationships with pupils</li> <li>○ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>○ Commitment to maintaining confidentiality at all times</li> <li>○ Commitment to safeguarding pupil's wellbeing and equality</li> <li>○ Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>○ Capacity to inspire, motivate and challenge children and young people</li> </ul>

This job description may be amended at any time in consultation with the postholder.

Last review date: 17.5.22

Next review date:

Headteacher's signature: \_\_\_\_\_ Date:\_\_\_\_\_

Postholder's signature: \_\_\_\_\_ Date:\_\_\_\_\_