**Job Description – Higher Level Teaching Assistant (Primary Section)**

Post : Higher Level Teaching Assistant

Line Managed By : Head of Primary

Line Manager of : None

Salary : Band 6, point 9 to 13 (£19,584 - £22,981)

Working hours: Term-time only, 37 hours per week, 8.30am – 4.30pm with one early finish per week at 4.00pm

**Job Purpose**  
   
To work within the Primary Stage team and ensure that within their own work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To be responsible for planning and preparing lessons/learning activities and delivering these in either a subject specialism (e.g. maths) or key stage of the national teaching and learning curriculum (e.g. KS1 or EYFS) to a whole class.
* To be responsible for recording and reporting on development progress and attainment.
* To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
All team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc.
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "pupil focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual pupils is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session
2. Engaging with pupils positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable pupils" and strategies to support them

**Specific Duties**

**Teaching and Learning, under the professional oversight and with the supervision of a suitably qualified and experienced teacher.**

* To plan, organise and manage structured learning activities that reflect specific expertise and knowledge of the national curriculum.
* To assess pupil needs using detailed knowledge and specialist skills to support pupil learning, evaluating and adjusting lesson plans as necessary.
* Supervise pupils delivering learning activities to small groups/whole classes of pupils, adjusting activities within the scope of the Curriculum in response to pupils’ learning.
* Create a structured positive learning environment.
* Support the Curriculum Plan with learning programmes.
* Monitor pupil responses to learning through observation and structured assessment against predetermined learning objectives, evaluating these with recommendations to improve and advance learning for pupils.
* Development of Individual Education Plans or targeted learning objectives.
* Systematically record achievements in lessons, collecting evidence of attainment.
* Provide objective and accurate feedback sensitively for pupils, parent etc and produce evidence based reports for a wide variety of audiences.
* Ensure the milestones for achievement are challenging and demanding, adjusting activities as required.
* Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil’s differing levels of development and ability to ensure progression and continuity.
* Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Conducting research to broaden and enrich pupil learning.
* Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage and to take the lead in learning activities associated with the equipment.
* Mark pupil work, recording progress and achievement.
* Administer and mark tests, invigilate exams.
* Prepare and design teaching materials (e.g. lesson sheets, handouts).
* Supporting pupils, including those with SEN, individually or in small groups, implementing Individual
* Education Plans, using either specialist knowledge or skills in providing such support (e.g. behaviour management).
* Classroom cover supervision - including responding to pupils’ questions and generally help pupils undertake activities and achieve learning outcomes (may plan prepare / learning activity for cover lesson).
* Supervise pupils using a variety of specialist materials/equipment on or off school premises.
* Establish a clear framework for classroom discipline, anticipating and managing behaviour constructively, promoting self-control and independence.
* Develop and implement strategies for behaviour management.
* Promote positive values, attitudes and good pupil behaviour, dealing with conflicts and incidents.
* Manage pupils who are showing socially unacceptable or challenging behaviour.
* Establishing productive working relationships with pupils using methods to encourage pupil engagement and participation in activities.
* Promote the inclusion and acceptance of all pupils within the classroom.

• Be involved in extra-curricular activities, i.e. open days, presentation evenings

• Report pupil and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.

• Attend meetings and training sessions as required

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.