

# The Coppice Primary School JOB DESCRIPTION

<b>Job Title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Salary/Scale:</b>	TA Grade 4 SCP 19-22 (dependent on qualifications and experience)
<b>Hours:</b>	37 (permanent contract) Term time only
<b>Reporting to:</b>	Headteacher/Deputy Headteacher and Early Years Phase Leader
<b>Responsible for:</b>	Teaching and Learning for individuals, groups and whole classes of Early Years pupils across EYFS

## 1. PURPOSE AND SCOPE OF THE JOB:

- To cover whole classes as part of regular PPA/leadership release plus illness/training cover and any other cover as necessary.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and under the guidance of teaching/senior staff. This may involve planning, preparing and delivering learning activities for individuals/groups and some planning for whole class teaching. Monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development may also be required.

## 2. ORGANISATIONAL RELATIONSHIPS

- Responsible to the Headteacher/ Deputy Headteacher, Phase Leader or ClassTeacher
- Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers as required.

## 3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES:

Under the direction and supervision of the Headteacher/ Deputy Headteacher, Phase Leader or ClassTeacher

### SUPPORT FOR PUPILS:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement programmes of focused work.

- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Support all pupils including those with Special Educational 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
- Provide feedback to pupils in relation to progress and achievement.

### **SUPPORT FOR TEACHERS:**

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents and provide support regarding pupils' learning. Contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement/behaviour etc.

### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver agreed learning activities/teaching programmes
- Make effective use of opportunities provided by continuous provision to support the development of pupils' skills.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

## **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support differences 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.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

## **4.OTHER DUTIES:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and attend regular meetings.
- Where required, undertake planned supervision of pupils on visits, trips and out of school activities as appropriate.
- To undertake such other duties, training and/or hours of work as may be reasonably required by the Line Manager and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

## **5.CONTACTS:**

In all contacts the postholder will be required to present a good image of the school as well as maintaining constructive relationships (as set out in The Coppice Code of Conduct for staff)

Signed:..... Date:.....