



## Job Description

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| <b>Name of school /Location:</b>          | <b>Hunslet Moor Primary School</b>  |
| <b>Job Title:</b>                         | <b>Teaching Assistant Support &amp; Delivering Learning Level 4 (HLTA)</b>  |
| <b>Grade:</b>                             | SO1   |
| <b>Accountable to:</b>                    | Classroom Teachers  |
| <b>Accountable for:</b>                   | Teaching Assistants   |
| <b>Any Special Conditions of Service:</b> | No smoking policy. Occasional work outside of school hours and off school premises as required by the School.<br>Term time working. |

Working under an agreed system of supervision/ Management, Delivering learning.  
Specialist knowledge resource: Lead planning under supervision, delivering lessons to groups, whole class, and management of other staff under the guidance of a qualified teacher.

### **Purpose of Role:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and / management of other teaching assistants including allocation and monitoring of work, appraisal and training.

### **Main Duties:**

1. To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. To develop and implement IEPs.
4. To promote the inclusion and acceptance of all pupils within the classroom.
5. To support pupils consistently whilst recognising and responding to their individual needs.
6. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

7. To promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. To provide feedback to pupils in relation to progress and achievement.
9. To organise and manage appropriate learning environment and resources.
10. To within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
11. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
12. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
13. To record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
14. To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
15. To supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
16. Administer and assess/mark tests and invigorate exams/tests  
Production of lesson plans, worksheet, plans etc.
17. To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
18. To deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
19. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
20. To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
21. To advise on appropriate deployment and use of specialist aid/resources/equipment.
22. To comply with and assist with the development of policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

23. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
24. To contribute to the overall ethos/work/aims of the school.
25. To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
26. To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
27. To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
28. To deliver out of school learning activities within guidelines established by the school.
29. To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
30. To manage other teaching assistants.
31. To liaise between managers/teaching staff and teaching assistants.
32. To hold regular team meetings with managed staff.
33. To represent teaching assistants at teaching staff/management/other appropriate meetings.
34. To undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

## PERSON SPECIFICATION

### POST TITLE: Teaching Assistant Support & Delivering Learning Level 4 (HLTA)

| Essential Criteria   | How Identified  | Desirable Criteria  | How identified                                |
|--|---|---|---|
| <p><b>SKILLS</b></p> <p>Can use ICT effectively to support learning</p> <p>Ability to organise, lead and motivate a team</p> <p>Ability to relate well to children and adults</p>  | <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>   | <p>Constantly improve own practice/ knowledge through self-evaluation and learning from others</p>                                  | <p>Application Form</p>                       |
| <p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Understanding of statutory frameworks relating to teaching</p> <p>Experience working with children of relevant age in a learning environment.</p> <p>Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Good understanding of child development and learning processes</p> <p>Full working knowledge of relevant policies/codes of practice/legislation</p> | <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application form and Selection Process</p> <p>Application Form</p> | <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> | <p>Application form and Interview</p>         |
| <p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</p> <p>Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</p> <p>Training in relevant learning strategies</p>  | <p>Application Form and Selection Process Certificates</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>  | <p>Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT</p>                                | <p>Application Form and Selection Process</p> |
| <p><b>OTHER CONDITIONS</b></p>   | <p>Subject to online search enhanced DBS check</p>  |   |   |