



GREATFIELDS SCHOOL

Higher Level Teaching Assistant Job Description

School: Greatfields School

Salary/Grade: APT&C Scale 6 (point 26-28) pro-rata, term time only.

Hours: 35 hours per week

Contract type: Permanent

Responsible to: SENCO

Purpose of job:

- To provide in class support to students or groups of students who require extra support with their learning.

Main activities:

- Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
- Liaise with external agencies on a regular basis.
- Teaching assistants at this level are expected to undertake at least one of the following:
 1. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 2. Provide specialist support to pupils where English is not their first language
 3. Provide specialist support to gifted and talented pupils





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4. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

- Accompany trips and outside visits as required.
- Supervise students at breaks and lunchtimes and take duties as required.
- To cover lessons when required.
- To take a positive approach to behaviour by forging strong and respectful relations with students.
- To contribute to the school's rich extra curricula programme.

Please note that the above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out appropriate duties as may be required by the Senior Leadership Team of Head of School within the grading level of the post and the competence of the postholder.

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

