

CHARLTON MACKRELL C OF E PRIMARY SCHOOL AND PRESCHOOL

JOB TITLE: Teaching Assistant/Higher-Level Teaching Assistant (term time only)
RESPONSIBLE TO: Headteacher
SALARY: Grade 15.3-4 £24,796 -£25,185 pro rata (grade 12.12-19 £28,598 - £32,061 for HLTA hours) dependent on experience
HOURS PER WEEK: 8.45am – 3.15pm 5 days per week (27.5 hours per week)
WORKING WEEKS: 38

JOB PURPOSE

- To work under the guidance of the class teacher or Headteacher to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.
- To promote the inclusion of all pupils.
- Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.

MAIN RESPONSIBILITIES AND TASKS

- 1 Within a framework of supervision, to deliver agreed learning activities/teaching programmes to individuals or groups of pupils, or to the whole class.
- 2 Provide teaching cover as and when required (HLTA role).
- 3 Assist in the coordination and provision of interventions for named pupils or groups of pupils.
- 4 To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 5 To prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use. To make or adapt resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.
- 6 As required, to prepare the classroom for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- 7 To work on classroom displays following consultation with the teacher.
- 8 To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of SEN Learning Plans and other programmes as appropriate.
- 9 To administer and mark tests and basic homework as required by the class teacher.
- 10 To maintain an awareness of pupil problems and report these to the class teacher as required.
- 11 To encourage pupils to interact with others and engage in activities led by the teacher.
- 12 To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy and demonstrating high expectations of work and behaviour.
- 13 To work with the teacher in the planning of work and activities as appropriate.
- 14 To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
- 15 To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
- 16 To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- 17 To assist with the supervision of pupils out of lesson time, as necessary for their safety.
- 18 To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- 19 To attend relevant meetings and participate in training opportunities and performance development as required.
- 20 Maintain good working relationships with other staff members and stakeholders, including parents and external agencies.
- 21 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 22 To undertake any other broadly analogous duties.

SAFEGUARDING

Everyone who works at Charlton Mackrell Primary School and Preschool has the responsibility for promoting the safeguarding and welfare of children and must:

- ensure awareness of school policy and procedures re Child Protection and Safeguarding.
- become aware of the signs and symptoms of abuse by attending relevant training.
- report all causes for concern to the Designated Safeguarding Lead via appropriate methods.
- ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- ensure they complete or are aware of risk assessments pertaining to children in their care or regarding any off site visits.

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

PERSON SPECIFICATION – TEACHING ASSISTANT/HIGHER-LEVEL TEACHING ASSISTANT

	Essential	Desirable
Professional qualifications	<ul style="list-style-type: none"> • Good standard of Education in English and Mathematics to GCSE or equivalent 	<ul style="list-style-type: none"> • NVQ Level 3 • HLTA status • First Aid Training
Professional experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of working with children with additional needs • Experience delivering phonics
Professional knowledge and expertise	<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding • Knowledge of relevant school policies • Knowledge of HLTA standards (HLTA role) 	<ul style="list-style-type: none"> • Understanding needs of a Church school • Experience of development and delivering creative activities
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and intrapersonal skills • Empathy with children • Effective organisational skills • Good time management • Ability to inspire and motivate pupils to achieve and enjoy school • Knowledge of what constitutes quality in educational provision. • Works using own initiative • Openness and integrity 	
Teaching and Learning	<ul style="list-style-type: none"> • knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all individuals • Understanding of the characteristics of an effective learning environment and the key 	

	elements of successful behaviour management	
References	<ul style="list-style-type: none"> • Positive recommendation in professional references from previous employers/organisations. • satisfactory health and attendance record 	