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**Higher Level Teaching Assistant**

**Job Description**

**Bishop Pursglove C of E Primary School**

Grade: Grade 9 Point range 16 - 19

Hours: 33 hours a week (5 days a week)

Weeks per year: 39 weeks per year (38 teaching weeks and 5 INSET days)

Reporting to: Headteacher

Line Manager: Head of School

Liaison with: Senior Leadership Team, Teaching staff, SENDCo, Support staff including midday supervisors, Parents/carers, Family Support Workers, Link governor for safeguarding

In conjunction with: Bishop Pursglove HLTA Person Specification

[National HLTA standards](https://www.hlta.org.uk/node/104)

[Derbyshire County Council’s Framework for the Roles and Responsibilities of Teaching Assistants (February 2014)](https://allsaintsjun.sharepoint.com/:b:/s/ASPersonnel/EfSQrCdgeXhEgh5txJDh9_0BHekgDFLJZksR4Exe4PUoBw?e=C2gQyZ)

**Main Purpose of this role:**

**Main Duties for Higher Level Teaching Assistants**

* Take responsibility for a whole class during the planned absence of a teacher to ensure that delivery of the curriculum is maintained
* To supervise whole classes for release time or during the short-term absence of teaching staff.
* Plan and deliver learning activities to children within agreed system of supervision resolving all but the most complex issues independently.
* To complement teachers’ delivery of the National Curriculum ensuring learning is planned at the appropriate age and ability ranges for the children.
* To provide support for our children, teachers and Bishop Pursglove in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of all children in all aspects of life at Bishop Pursglove.
* To work collaboratively with teaching staff across Bishop Pursglove and assist teachers in the whole planning cycle and the management and preparation of resources.
* Maintain and uphold the positive Christian ethos and core values of Bishop Pursglove.
* Contribute to the development of other support staff, children and Bishop Pursglove policies and strategies.

**Teaching and Learning**

* Advance learning when working with whole classes without the presence of the assigned teacher.
* Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering release time for teaching staff.
* Provide appropriate verbal and written feedback (in line with Bishop Pursglove Marking Policy) on the children’s progress and behaviour to teachers and senior leaders.
* Motivate and advance children’s learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, SEND targets, behaviour plans and learning objectives.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Promote and support the inclusion of all children, including those with specific needs.
* Use behaviour management strategies, in line with Bishop Pursglove Behaviour Policy and procedures, to contribute to a positive and purposeful learning environment.
* Safely manage the appropriate learning environment and resources.
* Promote and reinforce our children’s self-esteem and independence and employ appropriate strategies to recognise and reward achievement and self-reliance.
* Support the role of parents in students’ learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

* Monitor and assess children’s responses to planned learning and modify learning to meet individual and/or group needs.
* Monitor children’s progress (using a range of techniques) to provide focused support to improve children’s progress and achievement.
* Provide constructive feedback in line with Bishop Pursglove Marking Policy.
* Contribute to maintaining and analysing records of children’s progress.

**Mentoring, Supervision and Continuing Development**

* Attend regular performance reviews and improve own practice through self-evaluation and target-setting, including your mentoring of team members
* Offer mentoring and appraisal support and guidance to teaching assistants across Bishop Pursglove.
* Support and guide the work of teaching assistants’ in the classroom
* Provide direction, motivation and support to your team to achieve their personal work objectives.
* Supervise the work of other adults and visiting students’ lessons including organising rotas for your area of responsibility.
* Contribute to the overall ethos, work and aims of Bishop Pursglove by attending relevant meetings.
* Participate in staff meetings and training days/events as requested.
* Recognise own strengths and areas of specialist expertise and use these to advise and support others.
* Improve own knowledge and practice by responding to advice and feedback.

**Behavioural and Pastoral**

* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
* Assist in maintaining good behaviour of children throughout Bishop Pursglove and supervise children on planned visits and journeys.
* Provide support and assistance for children’s pastoral needs.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for child’s attendance, access and learning, and supporting home to school and community links.
* Assist teaching staff by receiving instructions directly from professional or specialist support staff involved in the children’s education. These may include:
  + social workers,
  + health visitors,
  + language support staff,
  + speech therapists,
  + educational therapists,
  + educational psychologists
  + physiotherapists.

You will be responsible for attending opportunities to further your professional development. You will:

* Attend training programmes and events to develop skills appropriate to the role.
* Share and disseminate good practice by participating in networking opportunities provided locally or through other partner agencies and networks.

You will be responsible for your own administration and record keeping. This will include:

* Setting up and maintaining pupil records.
* Observing existing protocols relating to confidentiality and data protection.
* Providing reports and evidence for monitoring and evaluation to Line Manager as required.
* Sharing information with governors from Bishop Pursglove, evidencing the impact of interventions including progress (academic/SEMH/attendance), attainment and attendance;
* Writing reports in individual pupils for specific support meetings as appropriate.

**Safeguarding**

* Understand and implement Bishop Pursglove CE Primary School’s safeguarding procedures and comply with legal responsibilities.
* Ensure a safe environment to support safeguarding for children and young people at all times.

**Other**

* Any other duties required by the class teacher, or senior leaders, which is in the scope of the post.
* At all times carry out duties with due regard to Bishop Pursglove Health and Safety policy.
* To work within and encourage Bishop Pursglove Equal Opportunity policy and contribute to diversity policies.