

## Job Description

<b>Directorate:</b>	Children's Services		
<b>School:</b>	Moorside Primary School		
<b>Post Title</b>	Higher Level Teaching Assistant AA304		
<b>Evaluation</b>	483 Points	<b>Grade:</b>	N6
<b>Responsible to</b>	Head Teacher alongside the Senior Leadership Team		
<b>Job Purpose</b>	To support and assist teachers as part of a professional team. To contribute to raising standards of children's achievement and to undertake a range of teaching and learning activities under the professional direction and supervision of a qualified teacher, in line with the school's policies and procedures.		
<b>Main Duties:</b>	The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.		

### Teaching and Learning activities

- 1 To help children make progress in a range of classroom settings, including working with individuals, small groups and whole classes when the assigned teacher is not present.
- 2 To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages of phases and make effective use of other learning activities to support the development of children's skills.
- 3 In line with the school's policy and procedures to use behaviour management strategies which contribute to a purposeful learning environment.
- 4 To organise and manage safely the physical teaching space and resources for which they are responsible.
- 5 To use ICT effectively to support learning activities and develop children's competence and independence in its use.
- 6 To support the role of parents in children's learning and contribute to/lead meetings with parents to provide constructive feedback on progress and achievement.

### **Planning, Monitoring and Assessment**

- 1 Within an agreed system of supervision, to plan challenging learning activities and deliver learning activities, making adjustments according to the needs of children.
- 2 Support teachers in selecting and preparing teaching resources that meet children's needs and interests.
- 3 To support teachers in evaluating children's progress through a range of monitoring and assessment activities.
- 4 To maintain and analyse records of children's progress.
- 5 To provide feedback to colleagues on children's learning and behaviour.

### **Support for children**

- 1 To communicate effectively and sensitively with children to support their learning.
- 2 To develop and implement Individual Education Plans and assess the needs of children, using detailed knowledge and specialist skills to support children's learning.
- 3 To respond to children's individual needs and promote inclusion and acceptance of all children in the classroom.

### **Other duties**

- 1 Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.
- 2 To undertake planned supervision of children's out of school hours learning activities and supervise children on visit and trips.
- 3 To administer, assess and mark tests.
- 4 To support other support assistants in the classroom.
- 5 To comply 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.
- 6 To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
- 7 To attend meetings and engage in development activities and training as required by the school.

- 8 To promote and implement the schools Equality Policy in all aspects of employment and service delivery.
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.