



## JOB DESCRIPTION

### Job Role: Teaching Assistant with HLTA Top Up Hours

#### Salary Details:

**Grade 7** - Scale Point 8-11 HLTA Hours paid at Grade 9 Scale Point 16-19

*39 weeks per year (subject to annual review) (payment to include annual leave and bank holiday entitlements).*

**Appointment Type:** Permanent

**Hours:** 12 hours per week (2.5 days), 39 weeks per year (HLTA Top Up hours available)

**Annual leave taken in school holidays only.**

**RESPONSIBLE TO:** The Headteacher and Governing Body & the School Business Manager

**JOB PURPOSE:** To work under the instruction/guidance of teaching/senior staff to undertake work, care or support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## MAIN DUTIES & RESPONSIBILITIES

1. Supervise and provide specific support for pupils on an individual or group basis.
2. Assist with the development and implementation of Individual Education/Behaviour Plans.
3. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
4. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
5. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
6. Promote the inclusion and acceptance of all pupils within the classroom.
7. Support pupils consistently whilst recognising and responding to their individual needs.
8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
9. Provide feedback to pupils in relation to progress and achievement.

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10. Provide support for the teacher in assessing pupils' responses to learning activities and, where necessary, modifying the activities to achieve progression towards intended learning outcomes.
11. Liaise with teachers in designing and delivering appropriate learning opportunities to meet specific learning needs.
12. Adapt and modify planned activities for pupils who are making extremely slow progress.
13. Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.

## SUPPORT FOR TEACHERS

1. Provide adequate feedback to the teacher on the progress pupils have made in groups under your supervision.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning of learning activities.
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
5. Undertake marking of pupils' work and accurately record achievement/progress.
6. Work closely with the class teacher in preparing resources e.g. setting up activity tables for lessons.
7. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
8. Undertake pupil record keeping as requested.
9. Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
10. Report to teachers on the behaviour of pupils during lessons and any issues arising.
11. Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
12. Respond knowledgeably to any questions from pupils about process and procedures.
13. Ensure the health, safety and welfare of pupils is maintained at all times.
14. Promote social and emotional development of pupils.
15. Support the use of ICT.

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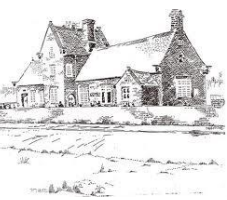


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# Shardlow Primary School

London Road, Shardlow Derbyshire, DE722GR

Tel/Fax: 01332 792215

Email: [enquiries@shardlow.derbyshire.sch.uk](mailto:enquiries@shardlow.derbyshire.sch.uk)



## IN ADDITION:-

1. Contribute to the overall ethos, aims and work of the school.
2. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
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4. 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.
5. Participate in appropriate school-based meetings. (paid)
6. Undertake any administrative duties relevant and appropriate to this post.
7. Participate in training and other learning activities and performance development as required.
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
9. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with or caring for children of relevant age</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>Training in the relevant learning strategies e.g. literacy</li> <li>First aid training/training as appropriate</li> <li>Participate in development and training opportunities</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Use of other equipment technology – video, photocopier</li> <li>Understanding of relevant polices/codes of practice and awareness of relevant legislation</li> <li>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>Basic understanding of child development and learning</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>

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