

Higher Level Teaching Assistant HLTA role

‘A place where everyone can flourish’ (John 10:10)



JOB DESCRIPTION: HLTA with Lunch supervisor role

Responsible to: Assistant Head

MAIN PURPOSE OF THE JOB

To work with teachers as part of a professional team to support whole class teaching for staff absence or team-teaching. To plan and deliver a broad and balanced curriculum based on the requirements of agreed school policies our Discovery Curriculum and the National Curriculum. To supervise whole classes undertaking pre-prepared activities provided by a teacher, maintaining order and keeping all pupils engaged in the learning.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Cover Supervisor Role

- Plan lessons to deliver during planned absence and covering of teachers on a regular basis
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Proactively and competently, manage the behaviour of pupils whilst they are undertaking work.
- Mark work with the children throughout the lesson offering verbal feedback to move learning forwards
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- Assist with escorting pupils on educational visits
- Assist with break-time and lunch time supervision including facilitating games and activities
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a fun, purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to develop academically, socially and emotionally

JD TA General

- Assist with the planning of fun and engaging learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, well-being etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and supportive relationships with parents/carers and pupils
- Administer routine assessments and undertake routine marking of pupils' work
- Provide clerical/admin support eg. photocopying, typing, filing,

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person/using our CPOMS online recording system
- Be willing and able to uphold and promote the Christian Vision and Ethos of the School
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtime and breaks
- To support the wider school community by attending events such as Summer Fair, sporting events and special services at Tunstall Church

Teaching Assistants at this level may also undertake some or all of the following:

- Assist with preparing information for parent consultations or school reports
- Contribute towards termly Pupil Progress meetings
- Attend Staff Meetings and INSET Days

Friendship, Kindness, Perseverance, Service, Forgiveness, Truthfulness

- Contribute to termly overview plans
- Enter data on I Track Primary or other data recording systems used
- Lead on specific assessments such as CAT testing, Baseline and Better Reading.

Signature of post holder: _____ **Date:** / /

Signature of Headteacher: _____

"Tunstall CEP School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and check against the ISA barred list for Children."