

Higher Level Teaching Assistant

Job Description

Job Title:	Higher Level Teaching Assistant
Reporting to:	Phase Leader
Location:	Westvale Park Primary Academy
Type of position:	Permanent – Term Time Only

The Role

To provide a high standard of care and education in a child-centred environment, in consultation and with guidance from the phase leader and teachers in the phase.

Professional characteristics:

- To be a positive, willing, contributing and adaptable member of the team at all times, i.e. a strong team player.
- To arrive punctually and maintain high standards of time keeping and reliability. Inform the Head of School on her mobile phone by 7.00am, if absence is likely.
- Maintain confidentiality at all times.
- Dress cleanly, neatly and appropriately.
- To welcome parents to the classroom, recognising them as partners in their child's education.
- Demonstrate positive and consistent discipline and behaviour towards the children.
- To be polite and co-operative with all colleagues and to be adaptable/flexible.
- To be imaginative and fun, enjoy singing songs and dressing up.
- To be committed to equal opportunities and to be aware of and respect the cultural and religious backgrounds of the children.
- To be flexible, adaptable and alert to unexpected and new situations that may arise within the daily routine.
- Be aware of the need to reflect on one's performance and to accept constructive criticism as a tool for improvement. Accept appraisal as part of the role.
- Take advantage of training courses and report back on the knowledge gained.
- To welcome, assist and support new members of staff/pupils.
- To uphold the values and ethos of the school.
- To want to be part of the wider school community; attending school events when possible e.g. summer fair

Responsibilities:

Children:

- To be familiar with WPPA Teaching and Learning Handbook and other relevant documentation e.g. policies and DfE guidance.
- To be able to work effectively and deliver high quality learning activities to individual pupils, small groups and whole classes
- To have an understanding of the school curriculum and the age-related expectations.

- To be able to use a range of strategies and intended outcomes to establish meaningful learning, including knowledge of the SEN code of practice.
- Be aware of health and safety risks and be accountable for children at all times.
- To prioritise safeguarding and ensure school policies and procedures are followed.
- To look for ways to facilitate pupils individually or in small groups in developing their reading and numeracy skills. in accordance with the principles of good learning practice adopted by the school.
- To discuss the child's educational and emotional needs with the class teacher and to be available for parents' meetings, if necessary.
- To encourage an independent attitude towards learning, and children looking after their own belongings (metacognition and personal responsibility).
- To supervise and maintain positive behaviour of pupils during the midday break, in dining areas, about the school premises and in play areas.
- To ensure safe supervision and an active role in playground duties in conjunction with other colleagues, as and when appropriate.
- To give comfort and security to children.
- To clean and change soiled and sick children ensuring appropriate safety procedures are followed.
- Attend appropriate CPD when required (this may fall out of usual working hours)
- To lead interventions and other groups such as; RWI, DSR, Lego Therapy – taking accountability for the progress of children attending these sessions.

Learning Environment:

- To take an active role in planning; ensuring questions are asked and the planning is fully understood
- Help to provide, maintain and take some responsibility for an aesthetically pleasing environment, including displays.
- To support the teacher in administration duties e.g. filing of children's work/giving feedback when required.
- To help prepare the class ready for each day by setting out resources and tidying up equipment, ensuring all resources are cleaned on a rota basis as appropriate.
- To assist in the preparation and adaptation of teaching materials, as necessary – to ensure all pupils can access the learning and make strong progress.
- To assist with instruction in the use of equipment (e.g. computer) and, where appropriate, the correct and safe use of tools and equipment.
- To supervise children undertaking potentially dangerous equipment in-group activities such as craft work or cookery.
- To respond to general enquiries, ensuring messages are passed on appropriately and promptly.

Other duties and responsibilities

Any other duties that the Head of School may from time to time ask the post-holder to perform.

Westvale Park Primary Academy
Person specification for
Higher Level Teaching Assistant

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Obtained HLTA status under the national TDA scheme for HLTAs or hold QTS or a desired qualification such as ELSA	✓	
A proven ability to engage with small children and obtain positive outcomes in their progress	✓	
A good level of basic skills in numeracy and English – at least level 2 equivalent	✓	
SKILLS AND KNOWLEDGE		
A knowledge and understanding of the National Curriculum for the phase you are in	✓	
Experience within a school setting	✓	
A knowledge and understanding of assessment, monitoring, target setting and evaluation, using this information to inform future planning.		✓
An ability to plan activities and supervise young children		✓
Specialist subject knowledge to deliver effective interventions	✓	
A knowledge and understanding of delivering phonics		✓
PROFESSIONAL SKILLS		
Able to reflect on and analyse own practice.	✓	
High expectations of achievement and behaviour.	✓	
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
A good level of ICT skills	✓	
A good understanding of the principles of positive behaviour management	✓	
PERSONAL QUALITIES		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience for the children	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Westvale Park Primary Academy	✓	