

HOLY TRINITY C of E PRIMARY SCHOOL

EFFRA ROAD, WIMBLEDON, SW19 8PW. 020 8542 1591



JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Higher Level Teaching Assistant

Hours: Monday to Friday 8.30am to 3.30pm – 39 weeks per annum (includes INSET days)

Grade: ME5, Scale Point 6 £21,980 pro-rata (Approx £16,243)

Date: As soon as possible

JOB DESCRIPTION

Main Purpose

To support teaching and learning by:

- Supporting the teachers with the delivery of the curriculum including leading and preparing for some aspects independently
- Leading/ supervising whole classes to cover teachers' Planning, Preparation and Assessment time
- Occasionally leading/ supervising whole classes during the absence of a teacher
- Supporting pupils to achieve highly through skilled intervention
- Supporting the teacher with the assessment of pupil progress
- Working collaboratively with teachers and assisting in the planning/delivery/assessment cycle as well as taking a lead with the preparation of resources

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support high standards of achievement and progress
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils with the classroom
- Support pupils consistently whilst recognising and responding to their individual needs and ensuring their safety
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for Teacher and Colleagues:

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives and adjust lessons/work plans as appropriate to ensure high standards of achievement
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within the agreed whole school Behaviour Support Policy to anticipate and support pupils' behaviour constructively, promoting communication, self-control and independence, so that pupils' mental health and wellbeing needs are suitably met
- Produce resources as requested or required

Support for Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs and in close consultation with the relevant teacher
- Use IT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

Support for School

- Have a working knowledge of, and comply with policies and procedures relating to safeguarding, health, safety and security, behaviour support, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the Christian ethos of the school
- Participate in training, other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

PERSON SPECIFICATION

Experience

Essential

- Experience working in a primary education setting

Desirable

- Experience of a Teaching Assistant role within a primary school

Skills & Abilities

Essential

- Ability to relate well to children and adults
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Understanding of and sympathy with the Christian ethos of the school

Desirable

- Ability to use ICT effectively to support learning
- Ability to use other equipment technology e.g. digital equipment, photocopier, SMART board
- General understanding of national curriculum
- Working knowledge of relevant policies/ codes of practice and awareness of relevant legislation

Qualifications

Essential

- GCSE English and Maths grade A* to C or equivalent
- NVQ Level 3 for Teaching Assistants or equivalent