

JOB DESCRIPTION

TEACHING ASSISTANT – HLTA STATUS:

GRADE: Scale 5

RESPONSIBLE TO: Headteacher/Other designated teacher

MAIN PURPOSE OF THE JOB

1. To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school., under an agreed system of supervision, that supports the teacher with learning outcomes.
2. To provide high quality support in relation to the raising of educational achievement and to encourage pupils to become independent learners.
3. To line manage and support the development of LSA's/TA's and other appropriate support staff.

SPECIFICALLY

1. To deliver learning activities that enable the development of pupils, adjusting activities according to pupils responses/needs.
2. Responsibility for managing the planning, preparation and delivery of different initiatives and to provide high level assistance and guidance in a specialised area.
3. To support and deliver agreed learning activities whole classes/groups in the absence of the teacher.
4. To provide targeted high-level support for any pupils identified by the SLT, whether individually or in groups, using activities planned by the teacher.
5. To be responsible for stock, audit and financial matters in relation to resources, including the selection and preparation of resources to lead learning activities, ensuring pupils interests, language and cultural back grounds are consider.
6. To effectively use ICT to support learning activities and develop pupil's competence and independence in its use.
7. To monitor and assess pupils, recording and reporting on pupil achievement, progress and developing against pre-determined learning objectives.
8. To discuss and review the required support and delivery of learning provided on a regular basis with the teacher.

9. To be familiar with the principles of the every child matters agenda and consider in carrying out the duties of the post.
10. To work within the schools agreed procedures, specifically in relation to teaching and learning, inclusion and behaviour and discipline policies.
11. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, using agreed procedures.
12. To develop and implement IEP's and to promote the inclusion of all pupils within the classroom.
13. Promote independence using strategies to recognise and reward achievement of self reliance.
14. To establish productive relationship with pupils and the setting of high expectations and to organise and manage appropriate learning environment and resources.
15. To effectively contribute to multi agency working to support pupil's development and liaise with parents/carers regarding pupil achievement and other associated matters.
16. To line manage and provide high quality assistance to LSAs/TAs and other appropriate support staff, including participating in recruitment, undertaking induction, appraisal, mentoring and training.
17. To assist with the co-ordination of exams/tests and invigilate.
18. To carry out any other duty as directed by the line manager and commensurate with the responsibility level of the post.
19. To carry out all duties of the post, in line with the School and Council's equal opportunities policy.
20. To work within the schools health and safety policies/procedures.
21. To work within the Every Child Matters Agenda.

Signature of
Originator : _____

Signature of
Postholder _____

Date : _____