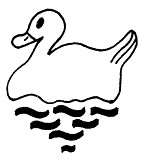
**North Duffield Community Primary School**



Broadmanor, North Duffield, Selby, North Yorkshire YO8 5RZ

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**Website:** [www.northduffield.n-yorks.sch.uk](http://www.northduffield.n-yorks.sch.uk/)

**Headteacher:** Mr A Russell

Maintained by North Yorkshire Council

**Job Description – Higher Level Teaching Assistant (HLTA)**

*North Duffield Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*We expect that all concerns, however minor, relating to the safeguarding of children are reported promptly and in accordance with school procedures.*

# Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes across all year groups. In conjunction with monitoring pupils and assessing, recording and reporting on pupils’ achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

**The post holder is expected to meet the requirements of a HLTA, as well as the following:**

**Support for pupils:**

* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Implement EHCP’s
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* 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 teachers**

* Organise and manage appropriate learning environment and resources
* Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* 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
* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
* Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
* Administer and assess/mark tests and invigilate exams/tests
* Production of lesson plans, worksheet, plans etc.

**Support for the curriculum**

* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
* Deliver local and national learning strategies e.g. literacy, numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills
* Use ICT 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
* Advise on appropriate deployment and use of specialist aid/resources/equipment

**Support for the school**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* Deliver out of school learning activities within guidelines established by the school
* Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow child protection procedures and the school’s safeguarding policy

**Other Professional requirements**

* Contribute to the school improvement plan by taking lead responsibility for specific areas of work or policy development that are appropriate to the HLTA’s skills, knowledge and experience as identified by the Senior Leadership Team
* Follow all school policies and procedures, in particular, the school’s Health & safety policy; Behaviour policy; Equality and Inclusion policy
* Contribute to overall ethos, work and aims of the school
* Participate in the design and execution of classroom and school displays
* Carry out other mentoring activities which address/involve attendance, punctuality, transition, lunchtime, friendship issues, homework, PSHE and healthy schools

**Contributing to the provision of a safe and stimulating learning environment**

To be a member of a professional team contributing to and supporting the overall development, learning and care of North Duffield Community School pupils. Contributing to the smooth running of the class and the maintenance of a safe and stimulating learning environment. Contributing to the development of the whole school.

* Taking an active role in the provision of a safe and stimulating learning environment
* Taking an active role in the provision of a full and balanced range of learning experiences, ensuring the care and well-being of pupils, and maintaining positive links with parents and professionals working with the school
* To take an active role in addressing the targets of the individual work plan and identifying and partaking in training for continual professional development

**Line management responsibilities where appropriate**

* + Manage other Teaching Assistants
  + Liaise between Senior Leadership Team, Teaching staff and Teaching Assistants
  + Represent Teaching Assistants at teaching staff/management/other appropriate meetings

**General statements**

* Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils’ policies and procedures and standing orders
* All employees are required to declare any conflict of interest that may arise before or during their employment
* Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority’s interest, or in any way weaken public confidence in the conduct of the School’s business
* Undergo and meet school conditions for a satisfactory enhanced DBS check
* Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures
* To have due regard for safeguarding and promoting the welfare of children and young people, and to follow child protection procedures
* Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained
* Treating all information acquired through your employment, both formally and informally, in strict confidence
* To demonstrate a commitment to good customer care
* Any other duties of an appropriate level and nature will also be required

**To contribute as an effective and collaborative member of the school team**

* Participating in training to be able to demonstrate competence
* Participating in first aid training as required
* Participating in the ongoing development, implementation and monitoring of the service plans
* Contributing in meetings and being a supportive member of the school team.

**Role review**

This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation with the post holder subject to the Headteacher’s approval.