

CAMBRIDGESHIRE COUNTY COUNCIL

EDUCATION, LIBRARIES AND HERITAGE

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant or Teaching Assistant Coordinator

School/Service: St Matthew's Primary School

Reports to: Designated Assistant Head Teacher

Grade: Level 4 scp 22 - 24

Location: St Matthew's Primary School

Hours: 30 hours per week, 43.14 weeks per year

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities.
- When requested, teach whole class groups for first day absence cover, PPA, cover for courses or other circumstances
- Contribute to the planning and preparation of learning activities.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide feedback to pupils in relation to progress and achievement
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment

2. Support for the curriculum

- Support the school curriculum, providing additional support for groups of children as agreed.
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Provide support in evaluating pupil progress and development .
- Contribute to the development of IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the headteacher in ensuring that the whole school provides a safe and healthy environment.
- Attend and actively participate in relevant staff meetings.
- Contribute to the development of less experienced teaching assistants
- Contribute to the overall ethos/work/aims of the school

PERSON SPECIFICATION

Essential

- Previous successful experience teaching individuals, groups and whole classes in a primary setting
- Competent literacy and numeracy skills
- Experience of working with young children in schools
- Ability to work with children both patiently and tactfully;
- Ability to deal with children's personal needs;
- A positive attitude, and an ability to work well with others, including staff, parents and governors
- An ability to work independently and use your initiative when appropriate
- Demonstrate an understanding of the place of the school in educating primary pupils and in promoting the social and cultural development of pupils from a multicultural community
- Demonstrate an understanding of the role of the teacher and teaching assistant
- Demonstrate an understanding of equal opportunities policy
- An understanding of the importance of good communication to support carrying out this important role
- A commitment to safeguarding the well-being of all children in the school, including implementing the school's child protection policy and procedures and its health and safety policy

Desirable

- Previous experience working as an HLTA
- HLTA or equivalent Level 4 Teaching Assistant qualification