

Cullingworth Village Primary School

New School Lane Cullingworth, Bradford, West Yorkshire, BD13 5DA
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Headteacher: Mrs C Isaac www.cullingworth.bradford.sch.uk

A member of
the **bdat** family



Job Description – Higher Level Teaching Assistant

Responsible to: Headteacher

Job Purpose: To complement the professional work of teachers. This may involve:

- Planning, preparing and delivering learning activities for individuals/groups or for whole classes.
- Monitoring pupils and assessing and recording.
- Reporting on pupils' achievement, progress and development.

The following information is furnished to assist staff joining the school and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
- Cullingworth Village Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.
- Cullingworth Village Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties and responsibilities

SUPPORT FOR TEACHERS

- Plan, resource and deliver high quality regular PPA cover.
- Mark work in line with the academy policy for taught sessions.
- Organise and manage appropriate learning environment and resources.
- Record progress and achievement in lessons/activities and provide feedback to class teachers.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

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 and their families, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- 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 and implement IEPs.
- Support pupils consistently whilst recognising and responding to their individual needs.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to student responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

SUPPORT FOR THE ACADEMY

- Comply with 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 academy.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in staff meetings and briefings, as and when required.
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of academy learning activities, which consolidate and extend work carried out in class.
- To support, uphold the academy Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Provide lunch cover and break duties when required.
- Contribute to weekly extra-curricular provision if required.
- Undertake morning door duties. Greeting both parents and pupils. Pass on any messages to the teachers.

Wider responsibility

- Postholders may be require to take lead responsibility for a specific element of enrichment or curriculum support.

RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Help pupils access specialist learning resources as required.

Job Specification

	Essential	Desirable
Experience	<p>Experience of working with children of relevant age</p> <p>Experience of full class teaching</p> <p>Experience of working with pupils with additional needs</p> <p>Experience of working in a team situation.</p>	<p>Experience of marking in line with school policy</p> <p>Experience of planning and resourcing PPA lessons with support from class teachers</p>
QUALIFICATIONS/ TRAINING	<p>GCSE English and Maths or equivalent</p> <p>Good ICT skills.</p>	<p>Other relevant qualifications relating to the post e.g. Level 3 NVQ in Teaching & Learning/Health/Childcare, first aid qualification</p> <p>A-Level qualifications or higher in academic subjects.</p> <p>Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc.</p>
PERSONAL ATTRIBUTES AND SKILLS	<p>Working knowledge of relevant polices/codes of practice/legislation</p> <p>Working knowledge of national curriculum and other relevant learning programmes</p> <p>Ability to plan effective actions for pupils at risk of underachieving</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p>	<p>Understanding of principles of child development and learning processes and in particular, barriers to learning</p> <p>Ability to remain calm under pressure; prioritising conflicting demands.</p> <p>Good organisational and problem solving skills with the ability to work proactively and independently</p>

	<p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Knowledge of Behaviour Management.</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</p> <p>Maintain confidentiality in matters relating to the school, its pupils, parents or carers.</p> <p>An understanding of the needs of a multicultural society.</p> <p>Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties.</p>	
Safeguarding	<p>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</p>	
Additional	<p>Two professional references which recommend without reservation.</p> <p>The post holder meets all safeguarding requirements.</p> <p>Ability to complete basic administrative tasks</p>	