

# KINGSLEIGH PRIMARY SCHOOL



## JOB DESCRIPTION

**POST TITLE:** Higher Level Teaching Assistant (Level 6)

**REPORTING TO:** Deputy/Headteacher

**HOURS OF WORK:** 8.15am to 3.45pm (30 minutes lunch) – 35 hours per week

### Job Purpose & Objectives

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#### Details

The main purpose of a Higher Level Teaching Assistant is to support the class teacher to ensure the children make progress and cover classes as and when needed.

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Under the specific direction and supervision of the Teachers, the post holder is responsible to the Headteacher and Board of Directors for his/her duties and responsibilities.

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The post holder works on a professional level with colleagues and seeks to establish and maintain productive and supportive relationships to promote mutual understanding of the aims of the school and to support the highest quality of teaching and learning in the school.

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The Higher Level Teaching Assistant's role is a crucial one in terms of the support for the children and also as a valued member of staff working with colleagues and meeting parents, Directors and visitors to the school.

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As a member of the support staff, being in close contact with children, it is imperative that confidentiality is maintained at all times and that any educational enquiry from a parent relating to their child is directed to the Class Teacher or a Senior Staff member immediately without comment.

### Main Duties & Responsibilities

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#### Details

Under the direction of the teacher, supporting children's learning in all aspects of the curriculum whether individually or in small groups.

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Mentor and/or take a leading role in supporting other Teaching Assistants.

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Covering whole classes ensuring effective communication with various staff to facilitate this. Covering on a more ad-hoc basis as and when the need arises.

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Marking the work completed during the lessons that are covered.

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Communicating with class teachers about any significant events that have occurred during the course of the time covering.

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Preparing materials, equipment and other resources for use within designated areas and tidying up after use, including mounting and displaying children's work.

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Attendance with the Class Teacher, Inclusion Leader, parent and external services to provide input regarding a child's needs, as perceived within the school.

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To assist class teachers with assessing children's academic and emotional needs.

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Accompanying groups of children on educational visits, after prior briefing from the Teacher(s) leading the trip.

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Supervising children within the playground at break times and lunchtimes.

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To promote children's emotional health and well-being, including reporting any safeguarding concerns to senior staff.

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To model and promote positive behaviour, ensuring boundaries are clear and consistent in line with the school's behaviour policy.

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**General Information for all Post**

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The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Signed ..... Dated .....