



Steeple Claydon School and Pre-School

Meadoway, Steeple Claydon, Bucks. MK18 2PA

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Headteacher: Mrs Christine Richards

Higher Level Teaching Assistant Job Description

Post title: Higher Level Teaching Assistant

Role: Preschool and Reception teaching team

Job type: Permanent contract

Hours: 32.5 hours per week, Monday to Friday. (8.30 am to 3.30pm with 30 minutes lunch)

Pay range: Bucks pay range 3 - £16,822 to £18,196 actual pro rata per annum, depending on experience

Start date: 5th September 2022

Job Purpose

In addition to fulfilling the job role of a Pay Range 2 teaching assistant, to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and teaching lessons, job sharing with a class teacher or sickness cover as well as monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Principal Accountabilities

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

Support for Pupils

- Help to keep pupils safe by knowing and using the child protection policy and procedures. This includes responding to accidents, emergencies, illness and enforcing safe use of internet.
- 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.
- Develop and implement SEN plans, Personal Care Plans or personalised learning plans.
- 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 cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.



- Provide structured and focused feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence.
- 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 English and maths programmes and make effective use of opportunities provided by other learning activities to support the development of 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.
- Provide an agreed programme of regular teaching and cover for teacher absence.

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.
- Recognise own strengths and areas of expertise and use these to advise and support others.

