

## **Generic Job Description**

### **Teaching Assistant (Level 4) (JE No: 1543)**

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**Job title:** Senior Teaching Assistant (Level 4) (Lower) / HLTA (lower) (if status achieved) **Ealing GLPC Grade:** Scale 7

**School:** **Post No:**

**Line manager:** Senior Teacher, Class Teacher

**Supervisory responsibility:** As directed to supervise and train other teaching assistants as required

**Hours:**

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#### **Main purposes of the job**

**Working under the direction and within an agreed system of supervision from a qualified teacher.**

- To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.
  - To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
  - To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
  - Under an agreed system of direction and supervision carry out timetabled PPA cover for Teachers.
  - To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment.
  - To be responsible for the allocation of duties and the training of other Teaching Assistants.
  - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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#### **Main responsibilities and tasks**

##### **Support for pupils**

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To deliver and support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEP) targets and to reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of the Primary National Strategy (literacy, numeracy and ICT).
7. To undertake monitoring and assessment of pupils work.
8. To provide feedback to pupils in relation to their progress and achievement.

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### **Support for the teacher**

9. To be involved in display work around the school and to direct others as necessary.
10. To monitor and evaluate pupils responses to learning activities and note their progress towards targets.
11. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
12. Support the evaluation of pupils' progress using a range of assessment techniques.
13. To contribute effectively to teachers planning and preparation of lessons.
14. To contribute to maintaining and analysing records of pupils progress.
15. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

### **Support for the school**

16. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
17. Administer and invigilate exams/tests.
18. Deliver 'out of school' learning activities e.g. field trips within guidelines established by the school.
19. To attend relevant meetings and participate in training and development opportunities as appropriate.
20. Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
21. Use expertise to advise and support others as appropriate.
22. To adhere to the school health and safety policy including risk assessment and safety systems.
23. To adhere to school policy on equality and diversity.

### **Support for the curriculum**

24. Use ICT effectively to support learning activities and develop pupils competence and independence in it's use.
25. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
26. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

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### **Signatures – line manager and job holder**

<b>Signature of Manager:</b>	_____	<b>Date:</b>	/   /
<b>Signature of post holder:</b>	_____	<b>Date:</b>	/   /

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