

## Higher Level Teaching Assistant Job Description

**Accountable to:** Assistant Head, Pastoral

### Primary Purpose

To provide support to teaching staff in the academic development and pastoral care of individual or groups of children, including SEND pupils; teaching whole classes in accordance with teacher-set plans where required.

### Key Accountabilities

- Assist teaching colleagues in planning, preparing and delivering courses and lessons and working with pupils individually or in groups during lessons to assist their learning.
- Contribute to the oral and written assessment, recording and reporting on the development, progress and attainment of pupils.
- Follow teachers' plans to teach groups or whole classes as required.
- Communicate and consult with parents and outside bodies as appropriate.
- Participate in meetings at School as requested by teaching colleagues and management.
- Promote the general progress and wellbeing of the children, maintaining order and discipline and safeguarding their health and safety both when on the School premises and when accompanying the children whilst engaged in authorised School activities elsewhere.
- Provide advice and guidance to children on educational and social matters.
- Assist children with toilet needs when necessary.
- Complete administrative and organisational tasks related to the duties described above and ensure that classrooms and other teaching/communal spaces are left in a clean and tidy state.
- Attend all safeguarding training and other training (including INSET) which has a direct relevance to your role.
- Carry out any other duty as reasonably requested by the School.

### Essential Qualifications, Experience and Skills

- Higher Level Teaching Assistant qualification, or equivalent.
- Excellent written and verbal communication, with both children and adults.
- Strong organisational skills, including prioritisation and finishing tasks to completion.
- Effective team-working, demonstrating loyalty and support to colleagues.
- Resilience and flexibility to manage diverse and sometimes conflicting demands on your time.
- Full, clean driving licence is highly desirable.

### Personal Characteristics

- Positive and proactive approach; a problem solver not a problem maker.
- Love and enthusiasm towards the education of children.

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*