



Department	Education & Cultural Services		Division
Designation of Post	Higher Level Teaching Assistant Level 4	Grade Band G	Post No
Responsible to			
Immediate Subordinates			

Key Role/Functions

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups or short term, whole classes. To monitor, assess, record and report on pupils' achievement, progress and development.

Specific Duties and Responsibilities

1. Support for Pupils

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils within the classroom to develop and implement IEPs
- To support pupils consistently whilst recognising and responding to their individual needs
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To promote independence and employ strategies to recognise and reward achievements of self-reliance
- To provide feedback to pupils in relation to progress and achievement

2. Support for Teachers

- To produce lesson plans, worksheets, plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- To record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- To administer and assess/mark tests and invigilate exams/tests

3. Support for the Curriculum

- To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural activities
- To advise on appropriate deployment and use of specialist aid/resources/equipment

4. Support for the School

- To 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
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school
- To establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and progress of pupils
- To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To deliver out of school learning activities within guidelines established by the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

5. Line Management Responsibilities

- To manage other teaching assistants
- To liaise between managers/teaching staff, teaching assistants and a multi-disciplinary staff
- To hold regular team meetings with managed staff
- To represent teaching assistants at teaching staff/management/other appropriate meetings
- To undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

GENERAL

The Higher Level Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

Issued by

Chief Officer

Date