

Brize Norton Primary School



We **SHINE** for ourselves and others with kindness

Striving, Helping, Inspiring, Nurturing, Excelling

Station Road, Brize Norton, OXON, OX18 3PL

Headteacher: Mrs R. Jones

JOB DESCRIPTION:

Contract: Permanent
Hours: Part Time – 19.5 hours
Pay Scale: Grade 8
Responsible to: Head Teacher

Higher Level Teaching Assistant

Job Description

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 delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development. To be responsible for supporting the management and development of a specialist area within the school.

SPECIFIC RESPONSIBILITIES OF THIS POST

- To support the cover of PPA for teachers:
 - ✓ planning and preparing lessons for pupils, including the preparation of resources - delivering lessons to pupils
 - ✓ providing feedback to pupils and marking their work
 - ✓ assessing the development, progress and attainment of pupils
 - ✓ reporting on the development, progress and attainment of pupils
 - ✓ communicating regularly with the class teacher.
- To provide cover for teachers in the event of short-term absence
- To provide cover for leadership release for designated members of staff

GENERAL HLTA RESPONSIBILITIES SUPPORT FOR PUPILS

- 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
- Implement Pupil Profiles for pupils with SEND
- Promote, facilitate and support inclusion of all pupils in learning
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Support pupils consistently whilst recognising and responding to their individual needs



Contact

Office: 01993 842488

Email: office.2250@brize-norton.oxon.sch.uk



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- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Provide feedback to pupils in relation to progress and achievement
- Use effective behaviour management strategies, consistently in line with the school's policy and procedures

SUPPORT FOR TEACHERS

- Organise and manage the teaching space and resources to help maintain a stimulating and safe learning environment
- Within an agreed system of supervision and time allocated, plan stimulating and challenging lessons and prepare resources
- Deliver learning activities to pupils, adjusting activities according to pupil responses/needs
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide accurate feedback to pupils and mark work pupils have completed
- Record progress in lessons/activities systematically and providing evidence of learning and progress
- Contribute to teacher meetings with parents, as required

SUPPORT FOR THE CURRICULUM

- Deliver the schools agreed curriculum, with high expectations
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid / resources / equipment as well as additional adults

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Show commitment to the Vision and ethos of the school
- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others



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PROFESSIONAL DEVELOPMENT

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Attend relevant staff meetings and CPD sessions as required
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

SAFEGUARDING RESPONSIBILITIES

Brize Norton Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding of children is everyone's responsibility and our approach is always child-centred, ensuring we consider at all times what is in the best interest of the child.

- Be responsible for providing a safe environment in which children can learn
- Adhere to the statutory guidance Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children
- Read, understand and follow the schools Safeguarding/Child Protection Policy and Procedures
- Follow the school policies and procedures related to Safeguarding e.g. Behaviour and Relationships policy, allegations policy, whistleblowing policy
- Be prepared to identify children who may benefit from Early Help and liaise with colleagues to secure support for children and families
- To ensure concerns regarding a child's welfare are referred to the Designated Safeguarding Lead within the school, following school procedures
- Share information with relevant colleagues and external professionals in the best interests of the child
- Undertake appropriate safeguarding training at least annually and specific training as required.

In accordance with the Health and Safety Act at Work take reasonable care for your health and safety and for that of your colleagues and children in your care. Take part in all Health and Safety Training issued and comply with the School's Health and Safety Policy.

Signed _____

Dated: _____



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