

PALATINE PRIMARY SCHOOL



Job Title	Higher Level Teaching Assistant (HLTA)
Grade	Grade 8
Purpose of the Job	<ul style="list-style-type: none"> To provide teaching and pastoral care for classes with a wide range of special educational needs across the school covering regular PPA slots and absent colleagues To manage a team of assistants working within the classes.
Key tasks	<ul style="list-style-type: none"> To play a full part in the life of the school community and support its ethos, values and aims. To safeguard and promote the welfare of all children. To understand and follow our safeguarding policies and procedures. To appropriately raise any issues of concern in order to protect children. To contribute to, follow and actively promote the agreed policies of the school; To follow learning programmes to meet EHCP requirements and assessed needs, and follow behaviour support plans as required ensuring high standards of behaviour so effective learning can take place and good relationships can be formed within the school community. To plan and deliver curriculum in accordance with school policies and schemes of work. To provide supervision and direction of pupils. To monitor progress of pupils, planning accordingly and report on the attainment of the class and the standards of attainment in subject/s. To liaise with parents, staff, professionals to support education and welfare of pupils in the class / intervention group. To work as a member of a team and to contribute positively to effective working relations within the school including directing, managing and training assigned teaching assistants to promote pupils learning. To manage class and intervention resources and budget to promote effective teaching and learning of the class and the standards of attainment in subject/s. To contribute to whole school planning and School Self Evaluation as required. To have and share with colleagues a good, up to date working knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise the learning experience to provide opportunities for all learners to achieve their potential. To attend meetings and training as required To comply with the schools Health and Safety policy and undertake risk assessments as appropriate,
General details	This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and the range of teachers' duties set out in that document. It is expected that you will meet the TDA Core Standards.
Relationships:	Accountable to the Senior Leadership Team. Accountable for the general supervision of Teaching Assistants whilst leading within classes
<p>This job description does not define in detail all the duties and responsibilities of the post. The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time.</p>	