

Role Profile: Higher Level Teaching Assistant

Purpose

The successful person will be responsible for supporting learning across the Prep School. The candidate should have the ability to deal with a range of abilities as the support may not always be for the lower level pupils. The candidate will be able to offer small group interventions as directed by the teacher and to have a flexible approach to the role, responding effectively and efficiently to the demands of this post.

Key Accountabilities

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the class teachers' SENDCO and Head of Prep
- Assist in the implementation of Individual Education Plans for pupils and help monitor their progress
- Provide support for individuals or small groups of pupils inside and outside the classroom to enable them to fully participate in activities
- Assist class teachers with maintaining pupil records
- Teach small groups of children in the subjects of ICT and PSHE and any other subject as required

Administrative Duties

- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Head of Prep requires

Other Responsibilities

- To participate in the school's staff development programme
- To continue personal development in relevant areas especially subject knowledge & teaching methods
- To engage actively with the school's performance management programme
- To work as a member of a team, positively contributing to effective working relations within the school
- To communicate, where necessary with parents and external bodies, following school policies
- To attend Open Events, Parents' Evenings & Prize Giving as required
- To attend morning assemblies
- To attend staff morning briefing unless on duty
- To report to the school's Health & Safety Officer any relevant issues undertaking risk assessments where necessary
- To undertake duties as stated in the "Staff Duty Rota"

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good standard of education including GCSE or equivalent in Maths and English • NVQ Level 3 Supporting Learning in Schools (as a minimum) 	Trained to Level 3/4 standard
Skills	<ul style="list-style-type: none"> • A willingness to become involved in the life of the school • Flexibility • Excellent communication skills • Ability to work well with others and use own initiative • Effective display skills for classroom/corridor displays 	
Experience	<ul style="list-style-type: none"> • Experience in an educational setting • Experience of working with young children 	

Key Stakeholders:

Internal – Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

External – Parents, and other external agencies as required

Signed: **Name (print):**

Date: