The Warriner Multi Academy Trust

Bishop Loveday Primary School

Teaching Assistant (Level 4)HLTA: Job Description

Job Information	
Reporting to	Headteacher
Grade	Grade 8 (without line management) Grade 9 (with line management)
Salary	£31,537-£34,434 Pro Rata (Grade 8 Points 18-23) £34,434-£37,280 Pro Rata (Grade 9 Points 23-26)
Hours /Weeks	FIXED TERM: November 2026 to October 2027 4hrs per week 1.15pm to 3.15pm Tuesday and Wednesday Term Time Only

LEVEL 4 – 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. It may also involve monitoring pupils and assessing, recording and reporting on pupils achievement progress and development.
Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, performance management and training.

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
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources

- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment • Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

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

L**INE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE**

- Manage other teaching assistants
- Liaise between mangers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

As an employee you have legal duties which include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety,
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
- Not interfering with or misusing anything provided for your health, safety and welfare.

PERSON SPECIFICATION

Experience

- Working with children of relevant age in a learning environment

Qualifications

- Excellent numeracy/literacy skills – euivalent to NVQ Level 2 in English and Maths
- NVQ 3 for Teaching Assistants or equivalent qualification or experience
- Meet HLTA standards or equivalent qualification or experience
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- Appropriate first aid training

Knowledge & Skills

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier
- Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory framework relating to teaching
- Ability to organize, lead and motivate a team
- Constantly improve own practice/knowledge through self evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Demonstrate

- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.
- Ability to contribute to a safe, inclusive and respectful environment for children and young people.
- Commitment to maintaining appropriate professional boundaries, conduct and confidentiality.
- Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures.

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.