



## **CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL**

**Joyfully, unique in Jesus' family, we learn to use our special gifts  
to love, serve and make the world a better place**

### **Job Description**

**Higher Level Teaching Assistant**

**Grade 6**

#### **1. Job Purpose & Objectives**

To work under the instruction and guidance of the Headteacher or deputy headteacher, to implement agreed programmes of work covering EYFS / Key Stage 1 classes, groups of children with SEND in EYFS and Key Stage 1, individual children or any other reasonable duty. To undertake short-term cover in the absence of the teacher.

#### **2. Main Duties & Responsibilities**

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school
- To cover for teachers' who need to attend meetings or absent due to illness
- To lead agreed programmes of work with SEND children in EYFS and Key Stage 1
- Liaise with Inclusion Leader/SENCo to ensure a high quality curriculum for children with SEND
- Communicate with teachers on the progress of children with SEND within their class
- Implement advice from external agencies to support the progress of children with SEND
- To deliver intervention programmes to individual or groups of children
- 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 assist the teachers in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils
- Under the direction of the teacher, assist in maximising the use of ICT in the learning process
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school
- Undertake duties of a HLTA as specified within the school
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests

and language and cultural backgrounds

- To encourage pupils to interact and work cooperatively with others and promote independence, confidence and self esteem
- To provide feedback to pupils in relation to progress and achievement
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community
- Demonstrate consistently high standards of personal and professional conduct
- To make a positive contribution to the wider life and ethos of the school
- Manage records, information and data producing analysis and reports
- To cover first aid and playground duty when required
- Works in partnership with teachers, within an agreed system of supervision, to deliver learning activities to whole classes in the absence of the teacher
- Uses own initiative to assess and evaluate pupils' needs and leads the delivery of learning activities by application of specific skills, knowledge and experience with and of pupils and area of curriculum, as agreed with the teacher under an agreed system of supervision
- Takes responsibility for planning challenging teaching and learning objectives. Evaluates and adjusts work plans as appropriate to meet pupils' needs
- Selects and prepare appropriate resources to lead learning activities
- Monitors, evaluates, records and provides feedback on pupils' responses and progress within agreed strategies
- Works in partnership with other adults involved in the education process and liaises with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary
- Attends and contributes to meetings with other staff, external professionals and parents regarding pupils as required
- Support teachers in the development of IEP targets
- Complete data assessments for interventions and track progress of these interventions

#### ● **Safeguarding**

- Everyone who works at Corpus Christi Primary School has the responsibility for promoting the Safeguarding and welfare of children
- To ensure awareness of school policy and procedures re Child Protection
- To become aware of the signs and symptoms of abuse by attending relevant courses
- To report all causes for concern to the Child Protection Teacher or Head teacher
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor
- To carry out risk assessments in consultation with the teaching staff prior to activities
- To promote learning opportunities that raise pupil awareness re How to Keep Safe

#### ● **Communication/Contacts**

- Your Line Manager is the Deputy Headteacher and Inclusion Leader



