



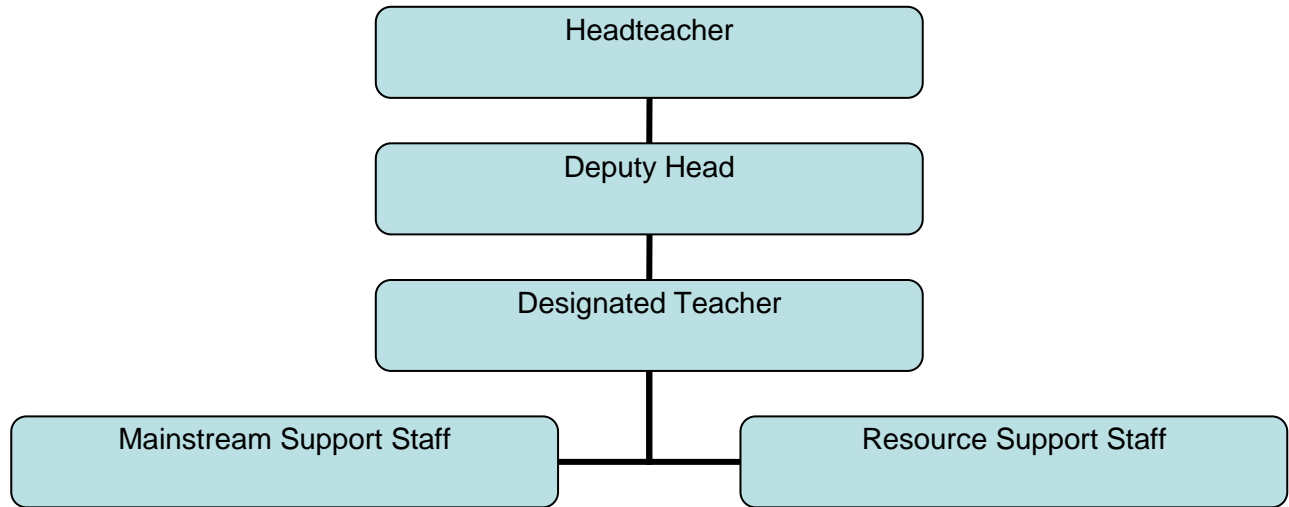
**WOKINGHAM**  
**BOROUGH COUNCIL**

## **WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION**

<b>Job Title:</b>	Higher Level Teaching Assistant	<b>Job Ref:</b>	Highwood Primary School
<b>School:</b>	Highwood Primary School	<b>Salary :</b>	see contract
<b>Reports To:</b>	See organisation Chart		
<b>Grade:</b>	4 HLTA		
<b>Employment Status:</b>			Permanent
<b>Hours of Work:</b>  Core hours Monday – Friday - Full time 8.30am – 3.30pm 1 hour lunch break and a 15 min tea break  <u>Hours offered will depend on needs of the school</u>  Term time only plus 5 inset days			
<b>Job Purpose:</b>  To support children’s learning and to share in the care and wellbeing of the children throughout the school in line with all school policies and government directives.			

**Organisation Chart:**

Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:



<b>Scope</b>	
<b>Financial Accountabilities</b>	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder)	
Budgets monitored on day-to-day basis:	
<b>Staff Responsibilities</b>	NONE
Number of employees managed/supervised:	
Number of FTE (Full Time Equivalents) employees managed/supervised:	
<b>Management of Physical Assets</b>	NONE
Nature of physical assets directly controlled, (e.g. children's home):	
Details of service contracts managed:	

<b>Summary of Main Contacts.</b>
<ul style="list-style-type: none"><li>▪ Teachers</li><li>▪ Pupils</li><li>▪ Parents</li><li>▪ Governors</li><li>▪ Other school staff</li><li>▪ Other professionals</li><li>▪ LEA</li></ul>

<b>Main Tasks/Accountabilities</b>	<b>Approx % of working time spent</b>
List up to fifteen <b>key</b> tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required	
1. Provide cover and teach whole classes on a regular basis (sometimes at short notice), delivering plans provided by the class teacher.	
2. Lead and effectively deploy other adults within the class.	
3. Manage behaviour effectively in line with the schools behaviour policy.	
4. Work with small groups or individuals giving support for individual curriculum programmes.	
5. Deliver specialist intervention programmes created by teaching staff and / or external agencies.	
6. Work with the designated Teacher and help ensure all pupils make accelerated progress. Update records based on impact of interventions to share with the designated teacher.	
7. Support, where necessary, the social and emotional needs of children in order that they can access teaching and learning (using the principles of Maslow's hierarchy of needs.)	
8. Log any concerns using the school's CPOMS system.	
9. Work with and supervise small groups of children using ICT equipment.	
10. Lead or accompanying groups or individuals around school.	
11. Engage in a regular dialogue with the designated teacher in relation to pupil's progress and areas of concern or development.	
12. Liaise with designated teacher on a daily basis to discuss class tasks, and carry out tasks agreed with the designated teacher.	
13. Prepare learning resources (including displays) and carry out general administration tasks on behalf of the designated teacher.	
14. Supervise playtimes (and lunchtimes if appropriate) diligently, to ensure children are safe, secure and happy.	
15. Provide first aid and other medical / pastoral / intimate care needed for children during the school day.	
16. Participate in staff training, school meetings, school educational trips and special occasions in the school's annual calendar.	
17. Keep up to date with all school communications by regularly checking emails, noticeboards and the school diary.	
	100%

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc. and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 3 / CACHE Level 3 Certificate or equivalent
- Knowledge of the National Curriculum
- Good standard of general education e.g. GCSE English, Mathematics and Science

**Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team working environment and also able to work independently
- Excellent communication and interpersonal skills
- Confidentiality at all times
- Knowledge of the standard of work expected from pupils
- Understanding of their role to assist and supervise pupils
- Expected outcomes of individual activities
- Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

**Experience:** type, level and length.

At least 2 years experience of working with children and particularly children with special educational needs is essential

**Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important

**Special Factors:** e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

Needs to work flexibly to accommodate educational trips (may include residential).

Responsibility for first aid if required.

Signature of employee to confirm agreement to this job description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_