



THAKEHAM PRIMARY SCHOOL
Rock Road
Storrington
West Sussex
RH20 3AA

Headteacher: Mrs S. Norton
Tel: 01903 740176
email: office@thakehamps.co.uk
web: <http://www.thakehamps.co.uk>

'Small School, Big Opportunities, Great Achievements'

Job Description: HLTA (Higher Level Teaching Assistant)

Job Title: HLTA

Hours:

Fridays: 8:45-12:00

1:00 - 3:15pm (5.5 hours)

Other possible hours available on a claims basis.

Salary: Grade 8 point 20-24 £25,295.00 - £27,905.00 **pro rata:** (£13.11 - £14.46 per hour) term-time only

Role:

- To cover and lead class teaching (initially KS2) as and when appropriate working under the direction of the teacher in the teaching and learning of children, which will include specific activities on a regular basis where management or supervision may not be present
- Direct the work, where relevant, of other adults in supporting learning
- To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- To encourage children to become independent learners, to provide support for their welfare, and to support the inclusion of children in all aspects of school life.

Responsible to: The Classteacher, Inclusion Co-ordinator, Assistant Headteacher & Headteacher

Main Duties:

Planning, Teaching and Learning

- Contribute to effective planning (by request and agreement)
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom for lessons
- Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities as required.
- To use teaching strategies that interest and motivate learners thus facilitating their learning.
- Plan carefully for the inclusion of pupils in the learning activities under the direction of the class teacher
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with





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others.

- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Support, monitor, record and report of pupil performance and progress as appropriate
- Follow the school's assessment, feedback and marking policy, ensuring pupils and the class teacher have effective feedback.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Follow all relevant school policies.

Professional development

- Keep up-to-date with curriculum and education knowledge and understanding relevant to the role, reflecting on personal practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school





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- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Generic Tasks

The following list of tasks is indicative of the generic tasks which Senior Teaching Assistants may be routinely expected to do. This is not intended to be an exclusive or exhaustive list.

- Monitoring and recording absences
- Photocopying
- Classroom display as agreed
- Collating pupil reports
- Administering examinations e.g. SATS as required and under the direction of the class teacher
- Administering teaching cover
- Cataloguing, preparing, issuing and maintaining equipment and materials
- Managing pupil data
- Inputting pupil data

Other areas of responsibility

- Teach French/another curriculum specialism to 2 KS2 classes

Safeguarding

Thakeham Primary School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area in line with our Child Protection & Safeguarding Policy and other related policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.





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ACKNOWLEDGEMENT

Employee

Date.....

Employer

Date

