



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: Higher Level Teaching Assistant (HLTA)

Job title: Temporary Higher level teaching assistant (HLTA)

Salary: Grade 8 point 20 to point 24, £25,991 to £28,672 per annum pro rata

Hours: Part-time (3 days a week) 8:45am – 3:15pm (6.5 hours) with agreed overtime for marking, assessment etc:

- 2 days leading interventions for Pupil Premium pupils (days TBC) and
- 1 day leading teaching in class (Y5/6, must be a Friday).

There is flexibility to appoint as 2 separate contracts e.g.

- 2 days leading interventions

Or

- 1 day leading in class (Y5/6, must be a Friday).

The job description will be amended accordingly.

Additional hours may also be available for afternoons/after school sessions in line with 'Catch Up' funding

Contract type: Part-time HLTA (temporary to end of July 2022)

Reporting to: Inclusion Leader, Assistant Headteacher, Headteacher

Main purpose

The HLTA will:

- Work with class teachers and the Inclusion Leader to raise the learning and attainment of pupils
- Give support to pupils, individually, in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Assist with planning, monitoring, assessing and managing the effective behaviour of classes
- Encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- Work independently providing Preparation, Planning and Assessment (PPA) cover with a significant commitment to whole class teaching.





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'

Duties and responsibilities

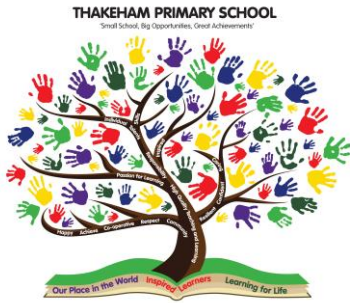
Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and those in receipt of Pupil Premium and EAL
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures, managing behaviour effectively to ensure a safe learning environment
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Observe pupil performance and communicate observations on to the class teacher/Inclusion Leader
- To cover and lead class teaching under the direction of the classteacher and within a pre-determined lesson framework
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher and Inclusion Leader

Planning

- Plan and prepare effective individual/group learning interventions in line with pupil need in liaison with the Inclusion Leader and classteacher
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as directed
- Read and understand lesson plans shared prior to lessons
- Prepare the (class)room for lessons
- Prepare intervention sessions in liaison with the Inclusion Leader
- To support the planning, preparation and teaching of French learning activities in KS2 (or another area of the curriculum)
- Use allocated time to devise clearly structured activities that interest and motivate learners and





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'

advance their learning

- Plan how they will support the inclusion of pupils in the learning activities

Monitoring and Assessment

- In liaison with the classteacher/Inclusion Leader, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the classteacher/Inclusion Leader and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings

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 classteacher/Inclusion Leader
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals (in liaison with the classteacher/Inclusion Leader), so that informed decision making can take place on intervention and provision
- With the classteacher, 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





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'

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 and safeguarding policy
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Organise and safely manage the appropriate learning environment and resources

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own 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
- 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

Please note that this is illustrative of the general nature and level of responsibility of the role. The duties and responsibilities listed above describe the post as it is at present. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

I _____ have read, understood and accept the particular responsibilities and duties assigned to a Higher-Level Teaching Assistant at Thakeham Primary School.

Signed: _____ (Employee) Date: _____

