

JOB DESCRIPTION

Park Junior School
Higher Level Teaching Assistant

Post Title	Higher Level Teaching Assistant (HLTA)
Main Responsibilities	<p>Working with statemented pupils and small groups of SEN pupils.</p> <ol style="list-style-type: none">1. Assist and support class teachers with planning and producing work programmes for the pupil as directed and supervised by the teacher. Working under the teacher's direction to produce work structured to match the pupil's needs and ability and help them to achieve their potential.2. Keep appropriate records of work undertaken and contribute to the class teacher's records where appropriate.3. Organise and maintain necessary resources including equipment in cooking and design technology.4. Establish a rapport and maintain a good relationship with the pupil.5. Liaise with the pupil's parents as appropriate and try to build up a supportive relationship with them.6. Work in co-operation with other staff, Class teacher, ELSA, Special Needs Co-ordinator etc.7. Attend review meetings and relevant staff meetings.8. Keep informed about curriculum requirements and developments as far as they affect the child or children in your care.9. Assist the teacher in the maintenance of discipline in the classroom,10. Assist with classroom displays and seek display opportunities for the named child's work.11. Assist with group work, including educational visits and excursions and residential visits when appropriate.12. If appropriate, supervise specified child(ren) at break and lunchtimes in the playground.13. Undertake appropriate training and staff development, as required by the school and/or for personal development.14. Assist the teacher with general administrative tasks if requested.

	<p>15. Report back to class teacher (or subject teacher) at end of each lesson.</p> <p>16. Discuss with teacher before lesson to prepare for lesson – be aware of objective etc</p> <p>17. Cover the class teacher when required.</p> <p>18. To take classes for PPA and other cover supervision across the school.</p> <p>19. To conduct and support learning in both one to one and small groups.</p> <p>20. To run phonics and reading interventions.</p> <p>21. To have a good understanding of SEND.</p> <p>22 To have practical behaviour management experience.</p> <p>23. To have a good professional relationship with children , parents and staff.</p>