

# Lyndon Green Infant School

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Mr Barry Yeardsley  
Head Teacher.

## **JOB DESCRIPTION**

**Job Title:** HIGHER LEVEL  
TEACHING ASSISTANT

**Grade:** GR 4

**This level is applicable for teaching assistants working at a senior level with children as an Advanced Practitioner with a management role**

### **Purpose of job**

- a) **To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level (Forest School) taking some management responsibilities for other**

### **teaching assistants**

### **Duties and responsibilities – a) Advanced Practitioner**

To undertake the duties of a teaching assistant level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision

### **Support for Pupils**

- 1 Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
- 2 Assess the needs of pupils and contribute to the development of Individual Education Plans.
- 3 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

### **Support for Teachers**

Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to

- 1 Implement and evaluate Forest School plans and activities prepared to meet individual needs of pupils
- 2 Contribute to curriculum planning
- 3 Organise and manage learning sessions with specified groups of pupils
- 4 Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school

- 5 Provide information and reports as required on the achievement and progress of pupils
- 6 Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
- 7 Supervise and support the work of other teaching assistants in the class

### **Support for the school**

- 1 Lead for whole school in Forest School development and share expertise and skills with others
- 2 Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
- 3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4 To ensure all tasks are carried out with due regard to Health and Safety
- 5 To undertake appropriate professional development including adhering to the principle of performance management.
- 6 To adhere to the ethos of the school
  - 6.1 To promote the agreed vision and aims of the school
  - 6.2 To set an example of personal integrity and professionalism
  - 6.3 Attendance at appropriate staff meetings and parents evenings
- 7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **Duties and Responsibilities – (B) Management role**

In addition to the duties normally expected of a teaching assistant, this role will encompass the day to day management of Teaching Assistants within the school.

- 1 Assist in the development and implementation of policies relating to Teaching Assistants
- 2 Manage the performance of individuals whilst under their supervision
- 3 Undertake the deployment of staff in line with school requirements
- 4 Manage the use of physical resources
- 5 Plan and implement organisational operations, including Forest school activities.
- 6 Support Teaching Assistants students in school settings.
- 7 Qualification required – Essential

### **1. NVQ level 3 or equivalent plus appropriate experience.**

### **2. HLTA status which requires the possession of Literacy and Numeracy at Level 2 or higher\***

- For an interim period to September 2007 staff may be appointed prior to obtaining HLTA status but will be required to attain the status as soon as possible

### **Liaises with**

Year Group Co-ordinators, Class Teachers and Teaching Assistants as appropriate.

### **Reports to**

Assistant Head Teacher with responsibility for Support Team Management

### **Special Conditions**

See the Education (Specified Work and Registration) (England) Regulations 2003 and Guidance for Schools on Cover Supervision.

With the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the development needs of the member of staff.

Signed (HLTA)

Signed (Head Teacher)

Date

PERSON SPECIFICATION

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b><u>ESSENTIAL</u></b>	<b><u>Desirable</u></b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Minimum of 2 years experience as a teaching assistant, within the last 5 years or Teaching qualification	Qualified Forest School Leader	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Understanding of strategies for teaching and learning, particularly in the implementation of Forest School	Ability to report to staff on pupils' development on Forest School	AF/I
	Understanding of the national curriculum	Able to lead a team of Forest School volunteers	AF/I
	Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting		AF/I
	Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes		AF/I
	Ability to contribute to planning and preparation of lessons and teaching materials		AF/I
	Ability to contribute to assessment and monitoring of pupil progress		AF/I
	Good communication and interpersonal skills		AF/I
	Good organisational and time management skills		



	<p>Ability to work collaboratively with teachers and others</p> <p>Ability to supervise others effectively, as required</p> <p>Ability to take responsibility and work with autonomy within set boundaries</p>		
<b>TRAINING</b>	Willingness to undertake further professional training as appropriate		AF/I
<b>EDUCATION/ QUALIFICATION</b> <b>S</b> NB Full regard must be paid to overseas qualifications	<p>Satisfactory completion of HLTA training/Teaching qualification.</p> <p>GCSE English and Maths (grades A*-C) or equivalent</p>		AF/I AF/I
<b>OTHER</b>	Commitment to raising standards		AF/I
<b>CONTRA INDICATION</b>			

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY**

