

**West Park Primary School**  
**EYFS Teaching Assistant Level 4 / HLTA**

**Job Title:** Teaching Assistant Level 4 / HLTA

**Fixed term Contract:** Permanent

**Start Date:** as soon as possible

**Grade:** 5

**Line Manager:** Headteacher, Deputy Head

**Supervisory Responsibility:** Teaching Assistants

### **Job Purpose**

- To complement the professional work of teachers by taking responsibility for delivering agreed learning activities under an agreed system of supervision.
- Routine planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for making a contribution to the planning and delivery of programmes within a specialist area within the school
- Supervision of other teaching assistants including allocation and monitoring of work, appraisal and training

### **Main responsibilities:**

#### **Support for the Teacher**

- Organise and supervise appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of pre-determined assessment and monitoring strategies against given learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

#### **Support for the Curriculum**

- Deliver pre-determined learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to implement learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### Support for the School

- Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To develop appropriate multi-agency approaches to supporting pupils within agreed strategies.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### Line Management

- Supervise other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with supervised staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

**Signature of Manager:**

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**Date:**

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**Signature of post holder:**

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**Date:**

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**PERSON SPECIFICATION**

|                                    | <b>Essential</b>   | <b>Desirable</b>  | <b>Method of Assessment</b>                         |
|------------------------------------|--|---|---|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• NVQ3, or equivalent in related area</li> <li>• HLTA Status</li> <li>• Excellent Numeracy and Literacy Skills</li> <li>• Minimum 3 years' experience of working in the EYFS</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability and willingness to participate in training</li> <li>• First Aid</li> </ul> | Application Form<br>Certificates                    |
| <b>Knowledge and Experience</b>    | <ul style="list-style-type: none"> <li>• Knowledge of the EYFS curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks</li> <li>• Experience of planning, preparing and delivering lessons</li> <li>• Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties</li> <li>• Understanding of statutory frameworks relevant to area of work</li> <li>• Ability to adapt teaching to meet the needs of SEND children</li> <li>• Experience of delegating adults in class to impact on pupil outcomes</li> <li>• Experience of running parents evenings</li> </ul> |   | Application Form<br>Selection Process<br>References |
| <b>Skills and Abilities</b>        | <ul style="list-style-type: none"> <li>• Ability to understand the aims, content, teaching strategies and intended outcomes for the lessons</li> <li>• Ability to use a range of strategies to establish a purposeful learning environment and to promote good behaviour.</li> <li>• Ability to promote and support the inclusion of all pupils in the learning activities in which they are involved.</li> <li>• Ability to assess children and plan next steps learning</li> <li>• Ability to support L2 and L3 teaching assistants to impact pupil outcomes</li> <li>• Ability to create indoor and outdoor provision to meet</li> </ul>                                  |   | Application Form<br>Selection Process<br>References |

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|                                 | curriculum intentions of the phase   |  |                                     |
| <b>Personal Characteristics</b> | <ul style="list-style-type: none"> <li>• Displays sensitivity to pupils needs</li> <li>• Ability to provide necessary personal care to children</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to work as a team</li> <li>• Positive and motivated</li> <li>• flexible</li> </ul> |  | Selection Process<br><br>References |
| <b>Other</b>                    | <ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of children and young people</li> </ul>  |  | Selection Process<br><br>References |