

Herne Junior School – Job Description

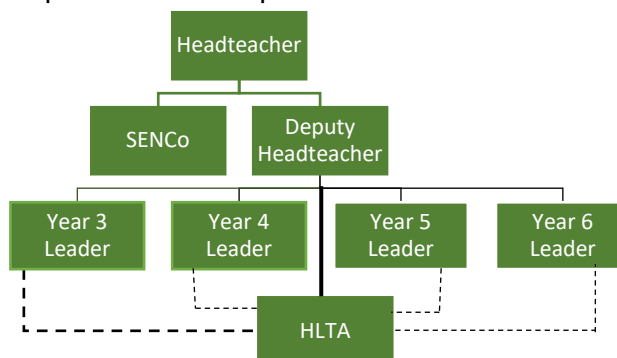


Role: **Higher Level Teaching Assistant – PPA Cover**

Profile: HLTA1/HLTA2 2132/2133

Grade: B or C depending on qualifications / experience

Reports to:



HLTA 1:	HLTA 2:
Role Purpose	
Provide learning activities for classes and deliver lessons set by teachers, under the professional direction and supervision of a qualified teacher.	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To provide learning activities for classes under the professional direction and supervision of a qualified teacher, including planning, preparing and delivering lessons and assessing, recording and reporting on development, progress and attainment.
Duties	
<ul style="list-style-type: none"> Assume whole class responsibility for teaching and learning, as directed by the teacher Use specialist skills to support pupils, fostering independence Assist with Individual Education Plans (IEP's) Working unsupervised, assist the teacher to create an appropriate learning environment Work with the teacher in lesson planning, adjusting plans as appropriate Evaluate pupils' responses to activities through planned observation At whole class level, contribute to and implement curriculum programmes Establish constructive relationships with agencies Supervise pupils on school trips/out of school activities Provide training to staff as appropriate in area of strength/ expertise Some limited supervisory responsibilities 	<ul style="list-style-type: none"> Assess needs of pupils Develop Individual Education Plans (IEP's) Routinely provide cover for short term teacher absence Working unsupervised, manage the learning environment with the teacher Under supervision, plan challenging learning objectives Provide accurate feedback and reports on pupil achievement Liaise with parents on behalf of the teacher to report on/ review pupil progress Work alongside the teacher in development of curriculum programmes Deliver learning activities, select and prepare resources Advise on the deployment of specialist equipment Take initiative to develop multi-agency support Lead, advise and support others in area of expertise Deliver out of school learning activities that consolidate class work Manage a group of LSA's

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<i>Duties (cont,)</i>	
	<ul style="list-style-type: none">• Select and develop opportunities for managed staff
<ul style="list-style-type: none">• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.	
<ul style="list-style-type: none">• Completing any other tasks as directed by any member of the line management team in line with the role.	