****

**Level 4 Higher Level Teaching Assistant**

**JOB DESCRIPTION**

**Job Title:** Higher Level Teaching Assistant

**Grade:** Grade 4 £27,741 - £34,728 (pro-rata) TTO

**Job Purpose**: To support the progress, learning, engagement and inclusion of students. To support teaching staff in the development and education of students including the provision of specialist skills as appropriate, ensuring all students achieve their potential. To plan and deliver focused intervention for identified students.

**Duties and Responsibilities:**

Support the activities, learning and progress of students

Establish and maintain relationships with individual students and groups

Contribute to reviews as appropriate

Support students effectively during learning activities

Promote student’s social and emotional development

Contribute to health and well-being of students

Support students with specific needs (where appropriate to the focus of the role), for example, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties

Support students with literacy and numeracy skills

Stretch and challenge students in their learning where appropriate

Monitor and record student progress and impact of interventions

Contribute to the planning and evaluation of learning activities

Assist in preparing and maintaining the learning environments

Contribute to the positive management of student behaviour

Support the development and effectiveness of team work within the school environment

Liaise with parents as appropriate

Work as required across the curriculum within the school

Attendance at appropriate staff meetings and parents’ evenings

**Other Responsibilities:**

Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

Undertake and participate in relevant CPD and appraisal arrangements.

Follow all organisational systems, policies and procedures.

Support and promote diversity and equality of opportunity for all.

Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual students, staff and/or associated organisations.

Promote and support inclusive practice.

Promote the agreed vision and aims of the school.

To perform other duties where/when deemed appropriate by the Headteacher.