



Higher-Level Teaching Assistant – Job Description

Job Purpose

To provide cover for PPA across the school. This will involve preparing and delivering the learning for whole classes and monitoring attainment, progress and development in those lessons. The role may also include planned absences under the direction of the class teacher, and emergency cover in the case of illness or other unforeseen circumstances. Your role will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Duties and Responsibilities:

- Cover and lead class teaching as part of our PPA provision
- Work from provided schemes of work or lesson plans, to prepare and organise lesson resources for the subject being taught
- Direct the work, where relevant, of other adults in supporting learning
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote the inclusion and acceptance of all pupils within the classroom
- Support the teaching of a broad and balanced curriculum
- Support and promote the ethos and values of the school
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Monitor and evaluate pupil responses to learning, recording progress and achievement in lessons to feedback to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Undertake any other relevant duties given by the class teacher
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Provide feedback to pupils in relation to progress and achievement, this may be a combination of written and verbal, for the lessons taught
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities, as required
- Attend and participate in regular meetings as required, with prior agreement
- Supervise pupils on visits, trips and out of school activities, as required

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2025