

Job Description Higher Level Teaching Assistant Primary School

Effective Date:	2023-24 (Revised Annually)
Job Level:	Single Status Local Hire Position
Responsible to:	Class Teacher for day to day guidance and instruction Year Leader for weekly guidance regarding operational role Deputy Heads of Primary for annual strategic role
Supervisory Responsibility:	The HLTA will assist Year Leaders in the management, coordination and administrative support of the TAs within a Key Stage; as well as mentoring, supporting and overseeing the training of newly appointed TAs or Omani Interns.
Working Hours:	7.15 am to 2.15 pm, there is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year (and should include an ECA commitment of 10 hours per year). In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending the meetings listed above as this time has been included in your remuneration.
Annual Leave:	Annual leave to be taken during school holidays. You are required to work 187 working days per year. (This includes the 7 INSET days)

Main Purpose and Key Roles and Responsibilities

As a Higher Level Teaching Assistant (HLTA), you will play an important part of the British School Muscat staff team, upholding the values, ethos and reputation of the school, at all times. You will be a positive role model and demonstrate consistently the attitudes, values and behaviours, which are also expected of our students.

Working under the guidance of a class teacher(s) and/or Year Leader you will support the needs of all students, as well as help to create a happy, safe and stimulating environment.

An aspect of the role may also involve specific intervention and support for identified students to ensure barriers to learning are overcome and the children make progress in all areas of their development.

You will be required to deliver learning activities to individuals and groups or whole classes; covering for absent members of staff if the need arises. You will assist the Year Leaders in the line management and coordination of Teaching Assistants (TAs) within your Key Stage; as well as mentor, support and oversee the training of newly appointed TAs or Omani Interns.

HLTAs will work predominantly in one Key Stage however may be required to cover in other Key Stages of the school and may be moved at the end of or during any academic year according to the needs of the school..

Inclusion and in Class Support

- To work with the class teacher/team by supporting the children (or those specifically requested by the Class Teacher for a particular lesson).
- To work with small groups or individuals under the direction of the class teacher or Year Leader.
- To be aware of the range of additional educational needs (for example physical, sensory, language, behavioural) within the year group and apply strategies for supporting individual students.
- To provide effective feedback to the students according to the school's feedback policy.
- To assist, under the direction of the class teacher, with individual assessment and record keeping of the students' progress.
- To help promote a strong partnership between home and school and pass on parental queries or concerns quickly to the class teacher.
- To prepare resources at the request of the class teacher or year leader.
- To help create and maintain an inspiring, supportive, safe and tidy learning environment.
- To help to manage the resources used in the classroom, such as reading books, text books and English or maths equipment.
- Any other reasonable task required by the class teacher or member of the Leadership Team.

Behaviour and Safety

- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to this professional position.
- To complete required Safeguarding training and to follow the Safeguarding Policy at all times.
- To take a shared responsibility for promoting the welfare of all students, ensuring equality of opportunity for all.
- To understand, implement and promote the school's Promoting Positive Relationships and Behaviour Policy and the BSM Learning Ethos.
- To actively promote the inclusion and acceptance of all students and to report any incidents of racism or bullying to the Primary Leadership Team.
- To celebrate students' achievements both in and out of school.
- To help ensure and maintain a safe learning environment for the students and staff.
- To promote good hygiene and healthy eating including ensuring that children are drinking sufficient water.

Supervision and Duties

- To, on occasion, undertake periodic whole-class supervision for short periods in the absence of the class teacher.
- To cover in the event of absent Teaching Assistant colleagues where supply cover cannot be arranged.
- To register and monitor the attendance of students if required by the class teacher.
- To take students to and from the playground and specialist lessons when directed.
- To assist students in specialist lessons where required.
- To assist with break, lunchtime and assembly supervision duties.
- To support students during external visits and trips.
- To attend after-school or out-of-school hours meetings and INSETs as required, in accordance with your contract.

Mentoring and Training of Colleagues

- To be responsible for the mentoring of, and overseeing the training of any newly appointed TAs
- Assist the Year Leaders in the line management and coordination of the TAs within the Key Stage.
- Support the TA development and practice within your Key Stage

Team Working and Collaboration

- To work collaboratively with other members of the Primary Team, developing effective professional relationships and sharing good practice across the team
- To contribute to ongoing school improvement through participation in staff and team meetings.
- To support the school vision in relation to providing the highest standard of teaching, learning and pastoral care.

Professional Development

- Regularly review the effectiveness of your and others' TA support, interventions and assessment procedures and their impact on students' progress, attainment and well-being, refining your approaches responding to advice and feedback from colleagues.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments regarding all students with a variety of needs.
- Participate fully in training and development opportunities identified by the school or as developed as an outcome of your Learning Talk or through discussions with your line leaders.
- Participate fully in Learning Talk and take responsibility for your Professional Development.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times with regards to students and colleagues and relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and respond positively and proactively to professional feedback..

Note:

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance

Signature of Post Holder: _____ Date: _____