



Higher Level Teaching Assistant Job Description

MAIN PURPOSE OF THE JOB

To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs. To maintain complete confidentiality on all school matters.

Main Functions

1. To assist with the planning of individual pupil's work through discussion and record keeping. To become familiar with all children's individual programmes and all methods of record keeping.
2. To assist the teacher in establishing work programmes for the pupils' social and educational development, contributing towards assessment, profiling and reporting.
3. To assist the teacher with observation of pupils, their behaviour and individual development. To liaise with parents, agencies and therapists, always having a high regard for pupils' and parents' right to confidentiality.
4. To report any accidents or hazards immediately, filling in the accident book and following school procedures. To ensure a safe environment for all pupils.
5. To assist the teacher with the pupils' daily routine, including toileting and personal hygiene needs, and ensuring that pupils are dressed appropriately for various activities e.g. games, ceramics, horse riding and swimming.
6. To prepare classroom/teaching areas, equipment and children for each session as required, including furniture, seating, teaching aids, materials etc.
7. To assist in maintaining a pleasant environment in the classroom e.g. assisting
8. with display work, tidying and providing access to resources.
9. To clean and tidy all work areas after sessions as required.
10. To supervise pupils during break times and lunch times as directed. To supervise the safe and sensible arrival of pupils and escorting them to their classrooms as required.
11. To assist the teacher in group activities out of school e.g. environmental walks, outdoor pursuits.
12. To be aware of health and safety procedures.
13. To implement children's riding and swimming programmes as directed.
14. To supervise children's/students' vocational experience placements.
15. To supervise children's integration placements, liaising where necessary.
16. To participate in the school systems for communication, consultation and decision making.

17. To ensure personal understanding of general lifting techniques and methods of lifting individual children.
18. To help train and induct new members of staff.
19. To be responsible for an area of school organisation. This is to be negotiated with the head teacher or his representative.
20. To liaise adequately with the class teacher each week during term time, outside the school day when necessary, and to attend staff meetings when required.
21. To take responsibility for administering (non-invasive) drugs to pupils and recording their administration.
22. To take responsibility for simple First Aid in line with school policy.
23. To attend Reviews, Case Conferences and Medicals, when necessary, and at the request of the headteacher. To provide in-school information to contribute to the meeting.
24. To be responsible for laundry duties when necessary.
25. To undertake education support duties (e.g. recording, duplicating, filing).
26. To know and apply school policies on Child Protection and Behaviour Management.
27. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.