

Role Profile: Higher Level Teaching Assistant – Fixed Term

Purpose

To assist in promoting the learning and personal development of the children to who you are assigned.

To assist the Teacher in supporting the class, ensuring planning and assessments are completed.

To work as a team member to support children and as part of the Early Years/Lower School team, maintaining strong communication and aiding smooth transitions for children.

To cover planned lessons as required.

Key Accountabilities

- To supervise and provide support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- To aid pupils to learn and grow happily in both group situations and independently.
- Monitor pupils' response to the learning activities and, where appropriate, adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Encourage pupils to interact with others and engage in activities.
- Establish relationships with pupils, acting as a role model.
- To work as part of a team in planning assessing within the current guidelines for the EYFS and Lower School curriculum.
- Create and maintain a purposeful, nurturing and supportive environment in accordance with lesson plans and assist with the display of pupil work.
- Provide detailed and regular feedback to the Room Leader on pupils' progress, achievement and issues as appropriate.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written and communication skills • Good interpersonal skills • Ability to keep calm under pressure • Intermediate IT skills (including competent use of Microsoft packages) • Able to deal with children and adults with tact and sensitivity. • Able to communicate effectively at all levels. • Able to build and develop positive relationships with the wider school staff. 	
Qualifications	<ul style="list-style-type: none"> • Grade A-C in GCSE English and Maths • NVQ Level 3 Qualification in Childcare or equivalent 	<ul style="list-style-type: none"> • Paediatric First Aid • Food Hygiene & Safety
Experience	<ul style="list-style-type: none"> • A strong knowledge of the Early Years Foundation Stage curriculum • Experience of delivering phonics to Early Years aged children (Jolly Phonics, Read, Write, Inc.) • Experience of working with children and being able to meet their needs. • Confident in meeting pupils’ intimate care requirements. 	<ul style="list-style-type: none"> • Use of basic first aid equipment • Understanding of regulatory compliance requirements
Other	<ul style="list-style-type: none"> • Neat, tidy, professional appearance • Pleasant and friendly manner • Confident approach to varied situations 	

Key Stakeholders:

Internal – Teachers, Heads, SLT, colleagues, pupils

External – Parents, Visitors

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: