**St Mary’s Catholic Primary School**

**Higher Level Teaching Assistant**

**Job Description**

* Hours/Weeks per year: 20 hours / term time only
* Job Status: Fixed Term for 12 Months
* Responsible To: Head Teacher
* Salary: Band F (£15,916 - £19,939) pro rata

**Job Summary**

To act as a learning mentor for groups of pupils identified by class teacher.

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**Key Functions**

* To improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation.
* To work with other staff to secure good outcomes for families and pupils.

**Main Duties and Responsibilities**

* To work with individuals and groups both within and outside the class room setting.
* To organise and run extracurricular activities during lunch and out of school activities.
* Monitor pupils progress before, during and after intervention to measure the impact of the intervention strategy on progress; include pupil evaluations.
* Identifying, in association with school staff, pupils who would benefit from mentoring.
* Setting up and running circle time sessions and anger management groups where necessary.

**General Duties**

* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
* To work in accordance to the schools equality policy.
* To collate and produce statistical information with regards to safeguarding, attendance and pupil groups.
* To work with identified groups of pupils and their families to narrow the attainment gap.
* To support pupils with medical needs and the administering of medicines.
* To monitor the attendance of vulnerable and disadvantaged pupils regularly and offer support to parents in ensuring their children attend school every day.
* To provide first aid as necessary (training can be arranged).
* Undertake a range of administrative duties relevant to the post.
* Ensure confidentiality is maintained at all times.
* Any other duties relevant to the work of the post holder as requested by the Leadership Team.