HIGHER LEVEL TEACHING ASSISTANT – Job Description

Organisational information:

Responsible to: Curriculum Leader
Functional links: Cover Co-ordinator, SENDCo and teachers whose lessons are being covered.

Main Purpose of Job:
To deliver cover lessons to students in Y7 to Y11 across the JMHS curriculum in a range of subjects. To provide support to curriculum leaders in a particular subject area.

Main Responsibilities / Accountabilities:

1. Deliver cover lessons using resources provided by the teacher or subject leader.
2. To participate in training, lesson observation and team teaching where appropriate so that the quality of experience of students in cover lessons is continuously improved.
3. Provide support in a curriculum area when not covering lessons.

Examples of Job Activities:

Deliver cover lessons using resources provided by the teacher or subject leader.

- Effectively use time before the lesson to review cover plans, check work and seek clarification should there be any questions.
- Review any relevant SEND, medical, behavioural or safeguarding information provided before the lesson to ensure that all students are supported and safe during the cover lesson.
- Use the prepared lesson resource to deliver the cover lesson to a JMHS class.
- Feedback to the teacher how the lesson went.
- Feedback any behaviour concerns to the teacher and relevant Year Leader.
- Follow JMHS policies with regards to teaching, learning and behaviour.

To participate in training, lesson observation and team teaching where appropriate so that the quality of experience of students in cover lessons is continuously improved.

- Attend Inset days and staff training afternoons.
- Work with curriculum leaders to look at curriculum plans for different subjects to improve understanding of subject specific curricula.
- Complete an audit of subject knowledge in different curriculum areas and proactively use training time to continuously improve knowledge, e.g. through lesson observations/team teaching.
- Develop effective professional relationships with students that are rooted in mutual respect, underpinned by regular updates on needs and barriers for specific students.

Provide support in a curriculum area when not covering lessons.

- If cover is not required for a lesson, work as directed by your line manager in the areas below:
- Support a class as a Teaching Assistant, working with identified students (or a specific student) to help them make excellent progress in a lesson.
- Support with the preparation of lesson resources.
- Observe pupil performance and pass observations on to the class teacher/curriculum leader.

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Undertake any other relevant duties given by the curriculum leader.
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This job description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Salary scale and hours:37 hours per week for 39 weeks (we will consider part-time working for a suitable candidate)
Scale 6 £29,071, pro rata for 39 weeks £25,009 per annum

HIGHER LEVEL TEACHING ASSISTANT – Person Specification

	ESSENTIAL	**METHOD OF ASSESSMENT**
Experience	Experience of working with children of relevant age in a learning environment. Experience of working as a Teaching Assistant – Level 3 (or equivalent). Experience of supporting pupils or teaching.	Application form Interview References
Qualifications and Training	Certificate in Learning Support (or an equivalent qualification). GCSEs in English and Maths at least at Grade C Willingness to undertake training in all areas of the job description as required.	Application form Certificates
Skills and Abilities	Can use ICT effectively to support learning and methods of working (e.g. email, Internet, adapting worksheets etc.) A confident and effective communicator. Good understanding of child development, learning processes and factors that affect how pupils learn. Ability to relate well to children and adults, and to build positive working relationships. Work constructively as part of a team,	Application form and supporting statement Interview References Lesson observation

	ESSENTIAL	METHOD OF ASSESSMENT
	understanding classroom roles and responsibilities and your own position within these. Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class. Ability to develop high quality learning resources without substantial direction from the teacher. Knowledge of the Literacy and/or Numeracy strategies and principles of inclusion. Full working knowledge of relevant policies/codes of practice/legislation.	
Other factors	A thorough understanding of an adults' role in safeguarding young people A strong commitment to professional development and learning collaboratively. DBS at Enhanced Level Willingness to contribute to extra-curricular activities.	Application form and supporting statement Interview References
Hours **Salary**	37 hours per week, term time only, plus INSET days 39 weeks per year. We will consider part-time working for a suitable candidate JM06 £29,071 pro-rata to contract, actual starting salary £25,009 per annum	

Nov 2026