Peter's Catholic Primary School, Winchester

Description: Higher Level Teaching Assistant

Prepared: November 2026

Mission Statement

"At St. Peter's we strive to be a joyful, active, Catholic community, belonging to and guided by our Lord Jesus Christ.

We deliver a high quality, rounded education, focussing not only on individual academic excellence, but also on each pupil's spiritual, moral, physical and emotional development. We are a forward-looking school, continually seeking ways to build on our successes and further enhance the educational experience of our children.

Inspired by the values of Catholic Social Teaching, we provide superb pastoral care for the entire school, particularly the most vulnerable amongst us and we actively promote justice, charity and care for our created world.

As a community, we aim to grow in communion with each other and with God. We aspire for every member of our school to become daily more like Jesus, filled with the grace and power of the Holy Spirit, allowing them to live life to the full, in hope and joy, transforming the world around them and bearing fruit that will last"

'Christ at the Centre'

Higher Level Teaching Assistant

Reports to: Phase Leader or SENDCO

Key purpose of role: Provide and deliver learning activities for individuals and deliver whole class lessons set by teachers, under the professional direction and supervision of a qualified teacher.

The Higher Level Teaching Assistant's duties include the following specific duties:

1. With support of Class teacher, implement Individual Education Plans (EHCPs, IBPs)
2. Assume whole class and small group responsibility for teaching and learning, as directed by the Class teacher
3. Whilst working under the general direction of the teacher, work unsupervised and without the close presence of the teacher to implement lesson plans, deal with pupil behaviour and make judgments about pupil progress/pupil needs without reference to the teacher.
4. Carry a specific specialist responsibility (eg. Speech therapy) and support and develop other staff in the school when help is needed in this area.
5. Working unsupervised, assist the teacher to create an appropriate learning environment
6. Deal with behavioural and special needs issues in conjunction with the teacher
7. Evaluate pupils responses to learning activities and provide feedback to pupils
8. Feedback to teacher on pupil progress within lessons and interventions
9. Provide specific support for identified children under the direction of SENCO and Class teacher
10. Supervise pupils on school trips/out of school activities

The general duties and responsibilities of the role are:

1. Have a clear understanding of the vision of St. Peter's School and be in agreement with the aims as set out in the Mission Statement.
2. Consistently implement the school behaviour policy
3. Implement curriculum policies
4. Assist the teacher with testing and assessment
5. Review progress of pupils against learning programmes as directed by Class teacher
6. Work with outside agencies as directed by Class teacher and/or SENCO including compilation of information as directed
7. Assist with liaising with parents as directed by Class teacher
8. Respect confidentiality when acquiring information on child protection/family sensitive issues which must be treated carefully and appropriately
9. Undertake playtime supervision as directed by Head teacher
10. Maintain an awareness of school, national and statutory policies and requirements; apply these in the workplace
11. Work as a member of a professional team offering care and security to all children in the School

OTHER DUTIES AND RESPONSIBILITIES

Undertake some of these duties from time to time as the Class teacher/Phase Leader requires:

- Prepare and present displays of pupils' work
- Support class teachers in photocopying
- Help with record keeping and filing
- Collate pupil reports
- Input pupil data into school management systems

NOTES

- Hours of work will be decided by the Headteacher.
- Hours of work may be subject to change for operational reasons.
- Responsibilities may be changed or adapted by the Headteacher in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted in the light of further appointments.
- These duties and responsibilities outlined to be undertaken in consultation with the Headteacher.

Review Date	Signature