Job title: Higher Level Teaching Assistant (HLTA)

Hours: Full time (35 hours per week)

Contract type: Fixed term until 31/07/2027

The HLTA will

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Cover and lead class teaching, as and when required

Duties & Responsibilities:

Teaching and Learning

The HLTA will support and facilitate effective teaching and learning by adopting relevant strategies to increase achievement for all pupils, including those with SEND. Key responsibilities include:

- Promoting inclusion and managing behaviour in line with school policy to maintain a safe, stimulating learning environment
- Observing pupil performance, reporting to class teachers, and using ICT to advance learning
- Leading class teaching under guidance and directing other adults supporting learning
- Supervising classes when teachers are temporarily unavailable

Planning

The HLTA will contribute to assessment and planning by:

- Using their expertise to plan and prepare engaging learning activities during allocated time
- Monitoring and reporting pupil progress appropriately
- Preparing classrooms and planning for inclusive participation in all activities

Collaboration

Working effectively with staff, parents/carers and professionals by:

- Communicating knowledge of pupils to inform decision-making on intervention and provision
- Contributing to parent meetings with feedback on progress and barriers to learning
- Developing strong professional relationships and collaborating with colleagues and external specialists

Health and Safety

Promoting pupil safety and wellbeing by following KCSIE requirements and the school's child protection policy and providing care for children who are upset or injured.

Professional Development

Taking responsibility for ongoing development by:

- Reflecting on practice and identifying relevant professional development
- Building appropriate skills and qualifications with school support
- Participating in the school's appraisal procedures

Safeguarding

Working in line with statutory safeguarding guidance and promoting the safeguarding of all pupils in the school.

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

PERSON SPECIFICATION

CRITERIA	QUALITIES
	ESSENTIAL
Qualifications and training	› GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths › First-aid training, or willingness to complete it
Experience	› Experience working in a school environment or other educational setting › Experience working with children / young people › Experience planning and delivering learning activities › Experience of planning and leading teaching and learning activities (under supervision)
Skills and knowledge	› Good literacy and numeracy skills › Good organisational skills › Ability to build effective working relationships with pupils and adults › Excellent verbal communication skills › Active listening skills › The ability to remain calm in stressful situations › Knowledge of how to help adapt and deliver support to meet individual needs › Knowledge of guidance and requirements around safeguarding children › Good ICT skills, particularly using ICT to support learning
	DESIRABLE
Skills and knowledge	› Understanding of roles and responsibilities within the classroom and whole school context › Skills and expertise in understanding the needs of all pupils › Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils › Understanding of effective teaching methods › Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support › Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

	PERSONAL QUALITIES
	❯ Enjoys working with children ❯ Sensitivity and understanding, to help build good relationships with pupils ❯ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ❯ Commitment to always maintaining confidentiality ❯ Commitment to safeguarding pupils' wellbeing and equality ❯ Resilient, positive, forward looking and enthusiastic about making a difference ❯ Capacity to inspire, motivate and challenge children and young people ❯ Flexibility and adaptability ❯ Openness to embrace the Christian Ethos of the school