



Job description: HLTA, Grade G

Job details

Salary: Grade G, pro rata to term time only

Contract type: Full time, term time only.

Reporting to: The Headteacher

Responsible for: Supporting teaching and learning, covering classes in the absence of a teacher, developing one specified area across school.

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

The key roles of this post will generally include:

Providing support for pupils by

- Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations
- Developing and implementing SEN support plans and EHCP interventions
- Promoting the inclusion and acceptance of all pupils within the classroom
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement

Providing support for the teacher by

- Organising and managing appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administering and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.



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Providing support for the curriculum by

- Delivering learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Delivering local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Using ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advising on appropriate deployment and use of specialist aid/resources/equipment

Providing support for the school by

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Complying with and assisting with the development of policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognising own strengths and areas of specialist expertise and use these to lead, advise and support others
- Delivering out of school learning activities within guidelines established by the school
- Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Such other responsibilities allocated which are appropriate to the grade of the post

Providing support for the school by

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants



Person specification

CRITERIA	QUALITIES
Qualifications and training	<p><i>Essential:</i></p> <ul style="list-style-type: none">• Meet the Higher Level Teaching Assistants Standards or equivalent qualification• Training in relevant learning strategies and specialist training. skills in a particular curriculum or learning area <p><i>Desirable:</i></p> <ul style="list-style-type: none">• NNEB or STA (Primary) or Specialist Degree (Secondary)• Full first aid qualification
Experience	<p><i>Essential:</i></p> <ul style="list-style-type: none">• Working with children of relevant age• Implementing national / foundation stage curriculum and other relevant learning programmes / strategies• Planning effective actions for pupils at risk of underachieving <p><i>Desirable:</i></p> <ul style="list-style-type: none">• Clerical duties, report writing• Supervising small groups of children• Managing employees
Skills and knowledge	<p><i>Essential:</i></p> <ul style="list-style-type: none">• The effective use of ICT to support learning – computer, video, photocopier• Good understanding of the principles of child development and learning processes• Working knowledge of national/foundation stage curriculum and other basic learning programmes / strategies <p><i>Desirable:</i></p> <ul style="list-style-type: none">• First aid• Understanding of relevant legislation/codes of practice relating to child protection
Personal qualities	<ul style="list-style-type: none">• Commitment to getting the best outcomes for all pupils• Uphold and promote the ethos and values of the school – nurturing the journey of the whole child• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion• A sense of fun and a love of outdoor, active learning



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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: October 2026

Next review date: as appropriate in line with school need

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____