HLTA – Job description & Person specification

Supporting outstanding learning outcomes across the school

Job Purpose

To work under the direction and supervision of a qualified teacher to support and enhance learning experiences for pupils across the school. The HLTA will take a higher level of responsibility, including leading learning activities, covering classes, and providing specialist support to pupils with additional needs.

Duties & Responsibilities

Teaching & Learning Support

- Plan and deliver high-quality learning activities to individuals, small groups and whole classes under the guidance of the class teacher.
- Cover for short-term teacher absence, taking full responsibility for the class as directed.
- Support the implementation of the school's teaching and learning strategies, including adapted approaches for diverse learners.
- Use a range of strategies and resources to promote and support pupil progress and attainment.
- Assist in the development and preparation of lesson resources, displays and learning materials.

Inclusion & SEND Support

- Provide targeted support to pupils with Special Educational Needs and Disabilities (SEND) in line with Education, Health and Care (EHC) Plans and Individual Education Plans.
- Adapt tasks and resources to ensure full inclusion and access for pupils with additional needs.
- Develop and maintain positive, professional relationships with pupils requiring additional support.

Behaviour & Wellbeing

- Promote and model positive behaviour in accordance with the school's Behaviour Policy.
- Use a range of strategies to manage behaviour effectively and maintain a safe, supportive environment.
- Encourage and develop pupils' independence, resilience and self-confidence.
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Administrative & Organisational Duties

- Maintain accurate records, including observation notes, tracking sheets and pupil progress data.
- Assist in the preparation and organisation of the classroom environment.
- Contribute to the completion of reports, reviews and Education, Health and Care Plans as appropriate.
- Attend and contribute to relevant team meetings, reviews and training sessions.
- Undertake supervisory duties such as playtime, lunchtime and before/after school responsibilities as required.

Wider School Community

- Build and maintain positive, professional relationships with parents, carers and external agencies.
- Contribute to the wider life of the school, including school events, trips and extracurricular activities.
- Promote equality, diversity and inclusion at all times.
- Uphold the school's vision, values and ethos and act as a positive role model for pupils and colleagues.

Person Specification

Criteria	Description	Essential / Desirable
Qualifications	HLTA status (awarded by an accredited provider)	Desirable
	NVQ Level 3 or equivalent in Supporting Teaching & Learning (or working towards)	Desirable
	Relevant degree or professional qualification	Desirable
	Paediatric First Aid certificate	Desirable
Experience	Proven experience working as a Teaching Assistant in a primary	**Essential**
	Experience of delivering interventions and supporting pupils with SEND	Desirable
	Experience of covering classes independently	Desirable
	Experience of working with pupils with EHC Plans	Desirable
Skills & Knowledge	Strong literacy and numeracy skills	**Essential**

	Knowledge of the National Curriculum and relevant educational frameworks	**Essential**
	Understanding of safeguarding and child protection legislation	**Essential**
	Ability to use ICT and learning technologies effectively	**Essential**
	Knowledge of a range of SEND conditions and strategies	Desirable
Personal Qualities	Excellent communication and interpersonal skills	**Essential**
	Ability to work independently and as part of a team	**Essential**
	High level of professionalism, confidentiality and integrity	**Essential**
	Flexible, adaptable and able to manage competing priorities	**Essential**
	Commitment to continuous professional development	**Essential**

Safeguarding & Child Protection

Beech Grove Primary is committed to safeguarding and promoting the welfare of all pupils. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, and compliance with the school's Safeguarding Policy. All staff are expected to share this commitment and to act in accordance with their safeguarding responsibilities.

Equal Opportunities

Beech Grove Primary is an equal opportunities employer. We welcome applications from all sections of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships.