



Motivated to learn, empowered to achieve

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Higher Level Teaching Assistant Job Profile 2025/2026

Job Purposes

- To support the teacher with their responsibility for the development and education of children with additional learning needs ensuring that individual needs are met.
- To use routine supervision and care skills to support a pupil or group of pupils, enabling children who have who have physical, emotional or behavioural educational needs to achieve maximum access to the national curriculum and to integrate as fully as possible in the activities generally undertaken by pupils at the school.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome multi barriers to learning including physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work within the National Standards for Higher Level Teaching Assistants

Key Accountabilities

Support for Pupils

- To work with individuals and groups of pupils to deliver learning programmes taking into account SEN additional requirements.
- To encourage pupils to interact with others and engage in activities, which may include participating in physical activities with the pupils.
- To recognise that pupils may have communication difficulties and be able to use alternative communication techniques if required.
- Working closely with other professionals and following their designed programme for individual pupils i.e. occupational health, speech therapists and physiotherapists.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled and have emotional and behavioural difficulties.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance.

Support for the teacher

- Plan and deliver specified work to individual pupils, groups and the whole class
- Provide whole class PPA cover

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress, as appropriate
- In conjunction with the class teacher, read and understand lesson plans/weekly overviews for the class
- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers, the Inclusion Leader and to other professionals on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting individual education plan (IEP) targets.
- Works as part of a team and shares best practice to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Liaise with parents in negotiation with the class teacher.
- Maintains confidentiality inside and outside the workplace.
- Understands and applies school policies.

Skills and Competencies required

- Good level of written and spoken English.
- Numerate.
- Good IT skills.
- Able to work as part of a team .
- Able to plan and prioritise regular and irregular tasks.
- Able to clarify and explain instructions to pupils.
- Able to communicate sensitively and effectively with colleagues, parents, pupils and outside agencies.
- Able to motivate pupils to learn.
- Able to assist with the organisation of the learning environment.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.
- Able to plan and organise at a high level
- Social skills and a cultural understanding.
- Able to maintain confidentiality.

Qualifications & Training

- HLTA status under the national TDA scheme for HLTA assessment and have met the professional standards for HLTA
- Ideally be someone who is interested in developing their career in education

Training and development will include:

- Induction training
- On job training
- Training for specific responsibilities of the post