

WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

JOB DESCRIPTION

Post:	Higher Level Teaching Assistant
Reports to:	SENDCo
Hours:	35 hours per week
Contract type:	Permanent/Term Time Only

Job Purpose

Under the direction of the SENDCo 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

Specifically

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support the implementation of Education, Health and Care Plan (EHCP) outcomes, and contribute to annual reviews
- Deliver and monitor targeted interventions, evaluating the impact of their effectiveness
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Co-ordinate effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Plan and produce lesson plans shared prior to lessons, if necessary
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities, working with colleagues and other relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Keep relevant professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Have an awareness of the school's Safeguarding procedures and to know the identity of the Designated Safeguarding Lead (DSL)
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- In carrying out your duties, have due regard to the provisions of the Health & Safety at Work legislations
- In dealing with members of the school's community to be mindful at all times of the school's Equal Opportunities policy
- To support students with challenging and unpredictable behaviours

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The HLTA will be required to safeguard and promote the welfare of children and young people and follow Trust and school policies and the staff code of conduct.

Please note that 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.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2025 legislation



Person specification

Higher Level Teaching Assistant (HLTA)

Qualifications and knowledge	Essential	Desirable	
Previous experience of working with children with ASD	✓		Application Form
Understanding of strategies to support students with ASD	✓		Application Form
Understanding needs/barriers for students with ASD	✓		Application Form
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓		Application Form
Educated to degree level or equivalent		✓	Application Form
SEN qualifications ASD Level 2		✓	Application Form
Level 3 or higher qualifications.		✓	Application Form
To be well organised and possess strong time management skills	✓		Interview
Understanding of a secondary school environment	✓		Interview
Skills	Essential	Desirable	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	Yes		Application Form/ Interview
Effective use of IT	Yes		Application Form
The ability to deal positively with children and parents	Yes		Application Form/ Interview
Experience	Essential	Desirable	
Previous experience of working with children		Yes	Application Form
Previous experience of working in a school		Yes	Application Form
Personal Qualities	Essential	Desirable	
Committed to safeguarding and promoting the welfare of children and young people.	Yes		Interview
Commitment to the importance of education for all children.	Yes		Interview
Dedication and commitment to the role and the School.	Yes		Interview
Personal presence, confidence, patience, sensitivity and maturity of approach.	Yes		Interview
The ability to work with staff at all levels and have good communication skills	Yes		Interview
Understand the need for confidentiality when dealing with sensitive information	Yes		Interview
Understand the needs of those pupils who have learning difficulties	Yes		Interview



Good behaviour management skills	Yes		Interview
To be able to work as a member of a team	Yes		Application Form/ Interview