

Job Description

Higher Level Teaching Assistant

Cidari Multi Academy Trust
St Matthew's Church of England Primary Academy
Salary: NJC Pay Scale Grade 7 Scale 19-25
Reporting to: Class Teacher
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt Mciver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Cidari Academies
Reviewed on:	24th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Higher Level Teaching Assistant

To assist the teacher to plan, prepare, deliver and assess learning activities for individuals, groups and whole class both in and out of school to enrich curriculum learning.

B. Key Responsibilities

1. Support to Pupils

- Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- To set and ensure high expectations for pupils, respecting their social, cultural, linguistic, and ethnic backgrounds.
- To assess the needs of pupils and use specialist skills and detailed knowledge to support pupils' learning in a consistent manner, whilst responding to individual needs.
- To develop and implement IEPs in conjunction with the teacher.
- To promote independence and employ strategies to recognise and reward achievement within Established Academy procedures.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the HLTA and/or the teacher.





- To provide feedback to pupils on their progress and achievement.
- Work with individual pupils to set behavioural targets and to monitor these in and out of the classroom.

2. Support for Teachers

- To act as a role model for good pupil behaviour and promoting positive values and attitude.
- Anticipate and manage behaviour constructively, promoting self-control, discipline and a purposeful learning environment.
- To liaise sensitively and effectively with parents and carers, supporting their role in pupils' learning and attend meetings with parents to provide constructive feedback on pupil progress and achievement.
- Use teaching and learning objectives to produce challenging learning outcomes and lesson plans, worksheets, plans etc. within the agreed system of supervision.
- To deliver learning activities to pupils within an agreed system of supervision, adjusting activities to meet pupil needs. This will involve individual, group and whole class work, working independently of the class teacher.
- To support the teacher by delivering local and national learning strategies (e.g. literacy, numeracy and early years); initiating other learning activities to support the development of pupils' skills and recording achievement, progress and feeding back to the teacher.
- Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies, against pre-determined learning outcomes.
- To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence.
- Undertake marking of pupils' work and accurately record achievement/ progress against an agreed marking scheme.
- To be responsible for systematic recording of pupils' progress and achievement in lessons, providing evidence of range and level of progress and achievement.
- To be responsible for the planning, mounting and displaying of pupils' work in the classroom and at the whole school level, contributing to learning outcomes.
- To organise and manage safely, learning activities, the learning environment and resources for which responsibility has been given.



- To select and prepare resources necessary to lead/support learning activities, taking account of pupils' interests, language and cultural backgrounds.
- To administer and assess/mark routine primary tests and invigilate tests as required.

3. Support for the Academy

- To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person,
- To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils.
- To attend and participate in meetings as required.
- To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues and use this to lead, advise and support others.
- To provide appropriate guidance supervision and assist in the development and training of staff as appropriate.
- To supervise pupils out of lesson time.
- To guide and develop the work of other adults supporting teaching and learning in the classroom.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Higher Level Teaching Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.