



St Joseph's Catholic Primary Academy



High Level Teaching Assistant (HLTA)

JOB DESCRIPTION

POST TITLE	High Level Teaching Assistant.
HOURS	Term Time only 19 hours 3 days per week TTO
Scale 5	SCP 12-17 FTE £28,598 - £31,022 Actual £12,888 - £13,984
RESPONSIBLE TO:	The Head Teacher

Purpose of Job

The Higher Level Teaching Assistant (HLTA) will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and within the framework set by the class teacher.

The postholder will:

- Plan, prepare and deliver purposeful learning activities from the teacher's agreed planning framework.
- Support the delivery of high-quality teaching and learning through working with individuals, groups and whole classes.
- Monitor, assess and record pupils' progress and achievements using agreed assessment systems.
- Provide feedback to pupils and teachers to support progress and inform future learning.
- Use professional judgement to adapt learning activities to meet the needs of individual pupils, including those with SEND.
- Support and promote the Catholic mission, ethos and character of the school in accordance with the CES contract.

Key Areas of Responsibility

- Teaching and Learning Provision, including whole-class cover.
- Pupil Support, Inclusion and Supervision.
- Curriculum Activities.
- Leadership, Development and Support of Other Staff.
- Safeguarding and General Responsibilities.

Responsible to: Headteacher
Duties and Responsibilities

1. Teaching and Learning Provision

The postholder will:

- Work collaboratively with teachers to plan, prepare and deliver learning activities within agreed curriculum areas.
- Deliver structured learning activities to individuals, small groups and whole classes under the direction and supervision of a qualified teacher.
- Provide whole-class cover during the planned absence of the teacher, ensuring learning objectives and agreed lesson activities are delivered effectively.
- Support pupils' learning by using a range of teaching and learning strategies appropriate to individual needs.
- Adapt activities and approaches to support inclusion, engagement and progress, including for pupils with SEND.
- Monitor, assess and record pupils' progress in line with school procedures and provide feedback to teachers.
- Provide constructive feedback to pupils to support their learning, confidence and independence.
- Maintain high expectations of pupils' achievement, behaviour and engagement.
- Work collaboratively with teachers to evaluate the effectiveness of learning activities and contribute to future planning.
- Ensure learning resources and equipment are prepared, appropriate and accessible to support effective teaching and learning.
- Contribute to the development and organisation of learning resources and materials.
- Use ICT effectively to support learning activities and develop pupils' confidence in its use.
- Support learning opportunities beyond the classroom, including educational visits, enrichment activities and clubs, in accordance with school policies and procedures.
- Participate in professional development, performance management and training activities to develop personal practice and improve outcomes for pupils.

2. Pupils Support, Inclusion and Supervision

The postholder will:

- Establish positive relationships with pupils and create a purposeful, inclusive and safe learning environment.
- Support pupils' social, emotional and educational development through effective communication and positive behaviour strategies.
- Promote independence, resilience and confidence in pupils.
- Implement agreed behaviour management strategies in line with school policies.
- Support pupils with additional needs, adapting approaches and activities to enable full participation.
- Monitor pupils' responses to learning activities and adjust support strategies where appropriate.
- Maintain accurate records relating to pupils' progress, interventions and learning activities.
- Contribute to assessment activities and provide information to teachers to support pupil progress.

- Promote equality, diversity and inclusion in all aspects of the role.

3. Leadership, Development and Support of Staff

The postholder will:

- Provide guidance and support to Teaching Assistants, Educational Teaching Assistants, Educational Support Assistants and volunteers where appropriate.
- Support the effective deployment of classroom support staff in collaboration with the class teacher and school leaders.
- Assist with the induction of new or temporary support staff, including sharing information regarding:
 - school policies and procedures;
 - Catholic ethos and values;
 - safeguarding expectations;
 - behaviour management approaches;
 - learning strategies and classroom routines.
- Share good practice and contribute to the development of colleagues through teamwork and collaboration.

4. Curriculum Activities and Resources

The postholder will:

- Support the effective delivery of curriculum activities across the school.
- Maintain and organise learning resources within agreed areas of responsibility.
- Monitor stock levels and request replacement resources in accordance with school procedures.
- Contribute to the presentation and celebration of pupils' work.
- Support the preparation and organisation of learning environments.
- Attend and contribute positively to relevant meetings, including team meetings, phase meetings and professional discussions as required.

5. Safeguarding and General Responsibilities

The postholder will:

- Promote and actively support the school's and Trust's safeguarding responsibilities.
- Maintain a clear understanding of safeguarding procedures and report concerns promptly in accordance with school policy.
- Promote the welfare, safety and wellbeing of all pupils.
- Carry out duties in accordance with current and future school and Trust policies, procedures and relevant legislation.
- Maintain confidentiality relating to pupils, families and school matters.
- Undertake any reasonable duties commensurate with the role as directed by the Headteacher or Trust.

The School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to complete appropriate pre-employment safeguarding

checks in accordance with Keeping Children Safe in Education (KCSIE), including an enhanced Disclosure and Barring Service (DBS) check.

HLTA Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	• Willingness to participate in school's induction programme. • Willingness to take part in job related training. • HLTA Status or Level 4 qualification relevant to supporting teaching and learning or ability to demonstrate equivalent knowledge and skills. • Training in the relevant learning strategies. • GCSE Maths and English Grade C/4 or equivalent	• Paediatric or Emergency First Aid. • END-related qualifications. • Behaviour support training.
EXPERIENCE	• Previous experience of dealing with children/young people preferably within a school environment. • Planning, delivering and evaluating learning activities. • Leading learning for individuals, groups and whole classes. • Assessing pupil progress and providing feedback. • Supporting curriculum delivery across a range of subjects. • Working independently under the direction of a qualified teacher.	• Experience of assisting class teacher in delivering the curriculum. • Experience of working with children with Special Educational Needs.
KNOWLEDGE	• Understanding of and commitment to the Trusts Equality and Diversity Policy and how this relates to the duties of the job. • Basic Health and Safety Awareness. • Understanding of child development and learning. • Knowledge of effective behaviour management strategies. • Understanding of safeguarding and child protection. • Understanding of assessment for learning. • Knowledge of adaptive teaching and inclusion.	• Understanding of National Curriculum and other basic learning programmes/strategies • Knowledge of the national curriculum applicable to the school.

SKILLS	• Effective use of ICT to support learning • Ability to plan, deliver and evaluate learning activities. • Ability to lead whole-class learning in the planned absence of the teacher. • Ability to assess, record and report pupil progress. • Ability to adapt teaching to meet differing learning needs. • Ability to use assessment information to inform future learning. • Ability to supervise and support other Teaching Assistants where appropriate. • Ability to promote independence and resilience in learners. Ability to communicate effectively with pupils and staff members • Ability to relate to children/young people from diverse/social backgrounds • Ability to establish positive relationships and support pupils to manage behaviour effectively. • Written communication skills in order to produce basic reports and update records. • Ability to work under own initiative and as part of a team. •	
PERSONAL CHARACTERISTICS	• Flexible approach and ability to adapt to a variety of situations within the school. • Empathy with children. • Willingness to work as part of a team and to follow reasonable instructions of school leaders. • High expectations of pupil achievement. • Professional judgement. • Excellent organisational skills. • Commitment to safeguarding and promoting the welfare of children.	

	• Ability to maintain confidentiality.	
ADDITIONAL FACTORS	• Commitment to ongoing training and development. • Ability to adapt and be flexible to the needs of the school. • Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	