

Higher Level Teaching Assistant

Job Description

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

The purpose of this role is to support and enhance the valuable work of teachers by taking responsibility for agreed learning activities. This includes helping to plan and prepare lessons within the guidance provided by the teacher, leading learning activities with individuals, small groups, or whole classes when needed, and nurturing pupils' progress by observing, assessing, and sharing their achievements and development.

Key areas of responsibility:

Supporting pupils and families

- Provide support to pupils in specialist areas of learning and deliver pastoral support to pupils and families.
- Maintain positive relationships with pupils and parents.
- Implement individualised support based on pupils' needs and circumstances, including provision within EHC plans.

Supporting teaching

- Work independently and collaboratively with teaching staff to plan and prepare resources, support curriculum delivery, and provide teaching cover when required.
- Prepare and deliver learning to individuals, groups and whole classes, adapting teaching and activities to meet pupils' individual needs.
- Assess pupils' progress and use this information to inform future learning alongside the teacher.
- Manage pupil behaviour proactively and provide administrative support to teaching staff.
- Identify the need for specialist equipment and resources, and advise, demonstrate and support their safe and effective use.



Supporting the school

- Maintain positive working relationships with staff, parents and external agencies, sharing skills and expertise with colleagues.
- Work with your line manager on timetable arrangements and participate in meetings as required.
- Undertake any duties reasonably within the scope and competence of the role as directed by the Headteacher.

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • A good general education (at least 5 GCSEs or equivalent including English and Maths at C or above.) • NVQ Level 3 or at least equivalent qualification in working with children • Recent and successful experience of working in a school as a Teaching Assistant • Experience of planning and preparing activities to complete with children • Experience of delivering whole class teaching in line with the professional standards for HLTAs 	<ul style="list-style-type: none"> • Up to date safeguarding training • Experience of teaching phonics • Experience of working with/teaching children across all stages of learning (EYFS, KS1 & KS2) • A specialist skill which could be used to support the curriculum
Skills & Knowledge	<ul style="list-style-type: none"> • To have a good understanding of the primary National Curriculum • To have some knowledge and understanding of assessment in the primary school and how it feeds into future planning and teaching • To be able to make accurate assessments of children's achievements and progress during lessons taught and make records of these to keep class teachers informed • The ability to challenge and engage children in their learning through creative opportunities maintaining a high level of expectation for all learners • To be able to work under the direction of the class teacher and SENCo as well as use own initiative • To have a thorough knowledge and understanding of what safeguarding children entails • To be committed to own continued professional development • To be able to demonstrate the ability to keep work related to the children and school confidential 	
Personal Qualities	<ul style="list-style-type: none"> • To uphold our Catholic ethos • Consistently reflects the highest levels of professionalism as a role model and upholds and demonstrates our Catholic values at all times • Ability to build positive relationships with staff, pupils and their parents 	

- Supportive and patient
- Proactive, enthusiastic and positive team member
- Caring and sensitive attitude towards the needs of all children
- Flexible and willing to work with children of different ages, from 4 to 11
- Willingness to demonstrate commitment to the whole school

Other Factors

- Satisfactory Safer Recruitment Checks
- Must show understanding of equal opportunities, principles and practices