



School	Earley St Peter's CoE Primary School
Job Title	Higher Level Teaching Assistant (HLTA)
Employment Status:	Casual contract
Salary Scale	Scale 5 – SCP Point 12-17
Hours of Work:	<p>To be agreed with Head of School.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Weekly PPA cover for a class • Weekly SLT release time • ECT Cover weekly / biweekly • Sickness cover <p>10% of planned teacher cover can be claimed to cover marking, collating resources and reviewing planning. This must be taken outside of your normal contracted hours, e.g. lunchtime (if not on duty), before or after school.</p> <p>All HLTA cover needs to be agreed with Head of School or Deputy Head and recorded on a timesheet.</p>

Job Purpose
To undertake cover for planned teacher release time or sickness cover as agreed.

Personal Qualities
You need to have:

- A passion for our school's vision and values
- A desire to develop as a classroom practitioner, striving to develop your approach to teaching whole classes.
- High expectations for all pupils so that they are motivated and inspired
- Warmth, care and sensitivity in dealing with children
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- Flexibility for change, including at short notice.

Skills / Abilities
You must be able to:

- Communicate effectively with both children and adults
- Develop and maintain good professional relationships
- Understanding of Health and Safety

<p>Organisation chart</p> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Headteacher / Deputy</div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">HLTA</div> </div>	<p>Summary of main contacts</p> <p>Teachers Pupils Parents Other school and trust staff Other professionals</p>
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Higher Level Teaching Assistant

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

Main responsibilities

- To be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld
- Marking in-line with the school's Feedback Policy
- Review planning and prepare resources to teach to the class
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self-esteem
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To provide feedback to pupils and the class teacher in relation to progress and achievement
- Develop effective professional relationships with all key stakeholders including colleagues/parents/trust staff/external bodies and the wider community where appropriate.
- To maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each pupil.
- To be aware of pupils' individual needs and the strategies most useful for addressing them, including Provision Maps, IPPs and Wellbeing Plans.
- To follow any recommendations in pupils' behaviour/learning/support plans as directed by the class teacher, SENDCO, SLT.

General Duties

- To carry out other duties as requested by the Head of School from time to time.
- To maintain confidentiality with regards to personnel and pupil information

Safeguarding

- Be committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person
- To adhere to all safeguarding policies, practices and expectations including online safety.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.