



Higher Level Teaching Assistant - Job Description

Reports to: Headteacher/Principal

Pay grade range: G 8-13

Summary:

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Responsibilities:

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes during the short-term absence of teachers.
- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Be familiar with lesson plans, targets and learning objectives.
- To prepare displays and ensure learning environment is vibrant and fit for purpose
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PP A.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.



- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- In accordance with arrangements made by the Principal, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with different first language.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Prepare reports of pupils' progress for end of year reports to parents and for parent interviews.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training. Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring



compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.

- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for pupil's pastoral needs.
- Provide physical support and maintain personal equipment used by the pupils at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils at times other than during lessons according to the schools duty arrangements.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists, and physiotherapists.

General Responsibilities:

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

Person Specification:

Criteria	Essential or Desirable
Higher Level Teaching Assistant Status or equivalent qualification	Essential
Excellent numeracy and literacy skills, equivalent to GCSE grade C in English and Maths	Essential
Good standard written and spoken English	Essential
Evidence of further professional development	Desirable
Experience of working with relevant age groups within a school environment including intervention groups and whole class teaching	Essential
Experience of contributing to the planning/preparation of interventions	Desirable
At least a years' experience as a HLTA	Desirable
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Essential
Understanding of National Curriculum	Essential
Good understanding of how children learn and barriers to learning for specific children	Essential
Knowledge of how to plan for children at risk of underachieving	Desirable