

Higher Level Teaching Assistant – Job Description

Job Title:	Higher Level Teaching Assistant
Contract Type:	Full Time /Fixed Term (1 year until July 2027)
Salary:	Grade 4, Point 6
Reports to:	Trust Headteacher, Regional Hub Lead, Local Academy Committee

Overall purpose of the post

The Higher Level Teaching Assistant (HLTA) works as part of the teaching team to plan, deliver and assess learning for individuals, groups and whole classes in the absence of a teacher. The postholder uses their professional knowledge, skills and judgement to promote pupils' learning, behaviour and personal development, including those with special educational needs and disabilities (SEND), and contributes to assessment, planning and reporting within agreed systems of work.

Main duties and Responsibilities

Teaching and Learning

- Deliver planned learning activities to individuals, groups and whole classes, including covering classes during short-term teacher absence
- Plan, prepare and adapt learning activities in line with lesson objectives and pupils' needs
- Support pupils to make progress towards learning outcomes, including those with SEND, EAL and additional needs
- Assess pupils' learning through observation, marking and questioning and provide feedback to pupils and teachers
- Promote positive behaviour, inclusion and high expectations in line with school policies
- Support pupils' emotional wellbeing, behaviour regulation and engagement
- Use ICT and other resources to enhance learning

Planning, Assessment and Reporting

- Contribute to and lead the planning of learning activities within agreed frameworks
- Deliver intervention programmes and targeted support to individuals and groups
- Monitor, record and evaluate pupils' progress and provide detailed feedback to teachers
- Maintain accurate pupil records and contribute to reviews such as EHCPs, IEPs and behaviour plans
- Contribute to the evaluation and improvement of teaching and learning activities

Support for the curriculum

- Support the delivery of a broad, balanced and inclusive curriculum
- Adapt learning activities to meet individual needs and learning styles
- Support pupils' independence, resilience and engagement in learning
- Prepare and organise learning resources and environments

Support for the Academy

- Work collaboratively with teachers, SENDCo and other professionals
- Provide guidance and support to less experienced teaching assistants
- Contribute to the development of classroom practice and learning environments

- Support the supervision of pupils before and after school, at lunchtimes and during educational visits
- Attend meetings, training and professional development activities as required

Safeguarding

- To provide a high standard of duty of care for colleagues and pupils and to comply with all legislation and guidance relating to child protection. All duties must comply with statutory guidance in Keeping Children Safe in Education (KCSIE).
- Recognise, respond to and report safeguarding concerns in line with academy procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy, combined / Local Academy Committee, Trust Board.
- Ensure that all policies and procedures adopted by the Board and the Local Academy Committee are followed.
- Ensure all safeguarding training is completed.

Equal Opportunities and Data Protection

- Uphold responsibilities under the Equality Act 2010 by addressing and preventing unlawful discrimination.
- Ensure compliance with the Data Protection Act (2018) and Freedom of Information Act (2000).

Other Duties

- Make a positive contribution to the wider life and ethos of the academy
- To follow and actively promote the academy's ethos and policies
- Demonstrate commitment to St. Chad's and academy's, values and ethos
- Comply with the Health and Safety policy and undertake risk assessments as appropriate
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

Any other duties which are commensurate with the grading of the post. This job description will be adapted through negotiation with successful applicant, in order to fully suit the need of the post. Any adaptations will remain compliant with NJC pay and conditions agreement and safeguarding requirements.

Higher Level Teaching Assistant – Person Specification

Person Specification – Higher Level Teaching Assistant <i>A=Application I = Interview O = Other</i>	Essential / Desirable	How assessed
Qualifications & Training		
HLTA status or equivalent recognised qualification	E	A/I
NVQ Level 4 (or equivalent) in Supporting Teaching and Learning or related field	E	A/I
First aid training or willingness to undertake	D	A/I
Good literacy and numeracy skills	E	A/I
Commitment to ongoing professional development	E	A/I
Teaching & Learning		
Ability to plan and deliver learning activities to individuals, groups and whole classes	E	A/I
Ability to cover whole classes in the short-term absence of a teacher	E	A/I
Ability to adapt learning to meet pupils' needs and learning styles	E	A/I
Ability to assess, mark and provide feedback in line with academy policy	E	A/I
Strong understanding of the primary curriculum and learning strategies	E	A/I
Particular curriculum strength (e.g. phonics, maths, SEND interventions)	D	A/I
SEND, Behaviour & Inclusion		
Ability to support pupils with SEND, including EHCPs and SEMH needs	E	A/I
Ability to manage behaviour and support emotional regulation	E	A/I
Understanding of inclusive practice and equality of opportunity	E	A/I
Experience of delivering targeted intervention programmes	D	A/I
Assessment, Planning & Reporting		
Ability to contribute to planning and evaluation of learning	E	A/I
Ability to maintain accurate pupil records and contribute to reviews (IEPs, EHCPs, behaviour plans)	E	A/I
Ability to analyse pupil progress and identify next steps	D	A/I
Professional Practice		
Ability to work independently using professional judgement	E	A/I
Ability to communicate effectively with pupils, staff, parents and external professionals	E	A/I
Ability to support and guide less experienced support staff	D	A/I
Understanding of safeguarding, child protection and professional boundaries	E	A/I
Understanding of relevant education legislation, policies and codes of practice	E	A/I
Experience		
Experience of working with children in an educational setting	E	A/I

Experience of delivering learning activities to individuals, groups or classes	E	A/I
Experience of supporting pupils with additional or complex needs	D	A/I

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to safer recruitment checks in line with Keeping Children Safe in Education (KCSIE), including an Enhanced DBS check with a Children's Barred List check, verification of identity and the right to work in the UK, online searches, medical fitness to work and, where applicable, a Disqualification by Association declaration.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.