



King's Academy College Park

Higher Level Teaching Assistant - Job Description

Job Purpose

To organise, support and deliver teaching and learning activities for classes. The role is primarily to deliver lessons set by teachers for short-term cover and PPA provision, with responsibility for supporting small group interventions where required.

Key Responsibilities

Teaching and Learning

- Deliver lessons planned by teachers during short-term teacher absence and PPA cover.
- Assist teachers in planning and preparing learning activities, resources and materials.
- Support the learning of individuals and small groups of pupils to promote progress and attainment.
- Adapt teaching approaches and resources to meet the needs of all learners.

Assessment and Feedback

- Support the assessment of pupil progress and achievement.
- Provide constructive feedback to pupils and teachers.
- Maintain accurate records relating to pupil learning and progress.

Behaviour and Classroom Management

- Promote and maintain a positive, safe and inclusive learning environment.
- Support the implementation of the school's behaviour management policies and procedures.
- Encourage positive attitudes to learning and respectful behaviour.

Special Educational Needs and Disabilities (SEND)

- Support pupils with special educational needs and disabilities.
- Adapt learning activities and resources to meet individual needs.
- Work collaboratively with teachers and other professionals to support pupil outcomes.

Communication and Collaboration

- Maintain effective working relationships with teachers, support staff and other stakeholders.
- Communicate effectively regarding pupil progress, welfare and learning needs.
- Contribute positively to the wider work of the school.

Professional Development

- Participate in continuous professional development activities.
- Keep up to date with educational developments, policies and best practice.
- Contribute to school improvement initiatives where appropriate.

Safeguarding

- Demonstrate a clear understanding of responsibilities relating to child protection and safeguarding.
- Adhere to the school's Child Protection Policy, Safeguarding Policy and Staff Code of Conduct.
- Report safeguarding concerns immediately to the designated member of staff.
- Attend all mandatory safeguarding training and refresher sessions.

Health, Safety and Security

- Comply with all policies and procedures relating to health and safety, security, confidentiality and data protection.
- Report concerns promptly to the appropriate member of staff.
- Attend mandatory training and maintain up-to-date knowledge of relevant policies and procedures.

Equity, Diversity and Inclusion

- Support and promote a culture of equity, diversity and inclusion.
- Treat all pupils, staff and stakeholders with dignity, fairness and respect.

Other Responsibilities

- Undertake duties appropriate to the grade and nature of the post as directed by the Headteacher.
- Responsibilities may be reviewed and amended in line with the needs of the school.

To be reviewed annually as part of the Performance Management/Appraisal Process.

Person Specification

Criteria	Essential	Desirable
Qualifications	GCSE Grade C/4 or equivalent in English and Mathematics. Relevant educational qualification, HLTA qualification or equivalent training.	

Experience	Experience working as a Teaching Assistant or in a similar educational setting.	Substantial experience supporting teaching and learning across a range of age groups and abilities. Experience delivering whole-class cover.
Knowledge	Understanding of curriculum delivery, teaching and learning practices, and child development.	Strong knowledge of the school's curriculum and current educational best practice.
Teaching and Learning	Ability to support lesson planning, resource preparation and pupil learning. Experience working with individuals and small groups.	Experience delivering lessons set by teachers and leading intervention programmes.
Assessment	Ability to support assessment processes and maintain accurate records of pupil progress.	Experience using assessment information to inform support and intervention strategies.
SEND	Understanding of the needs of pupils with special educational needs and disabilities and the ability to adapt support accordingly.	Experience working with a range of SEND needs and implementing targeted interventions.
Behaviour Management	Knowledge of behaviour management strategies and the ability to support a positive learning environment.	Proven experience managing behaviour effectively across whole classes.
Communication Skills	Clear and effective communication skills, both verbal and written. Ability to provide feedback on pupil progress.	Experience communicating with parents, carers and external agencies.
Interpersonal Skills	Empathy, patience and the ability to motivate and inspire pupils. Ability to build positive relationships with children and colleagues.	Experience supporting pupils' emotional and social development.
Teamwork	Ability to work collaboratively with teachers, support staff and other professionals.	Experience contributing to wider school initiatives or mentoring colleagues.

Adaptability	Flexible approach and ability to adapt to changing circumstances and pupil needs.	Experience working across different year groups or curriculum areas.
Professional Development	Commitment to continuous professional development and learning.	Evidence of additional relevant training or qualifications.
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people. Understanding of safeguarding responsibilities.	
Health, Safety and Data Protection	Understanding of responsibilities relating to health and safety, confidentiality and data protection.	Experience of applying relevant policies within a school environment.
Equity, Diversity and Inclusion	Commitment to promoting equity, diversity and inclusion.	Experience supporting inclusive practices within education.
Personal Qualities	Positive, professional and organised. Reliable, proactive and committed to supporting pupil achievement.	Ability to contribute to the wider life of the school through extracurricular activities or additional responsibilities.