

Job Description



Post Title	HLTA - Additional Provision
Grade	Grade 8 SCP 25-28
Location	The Boulevard Academy - Thrive+
Reporting to	Assistant Head Teacher - Provisions

Purpose of Role

To complement the professional work of teachers by taking responsibility for learning activities under the professional direction and supervision of a qualified teacher. This will involve planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants, including allocation and monitoring of work, appraisal and training

Key Responsibilities

Support for Pupils (Advanced Learning & Whole-Class Leadership)

- **Whole-Class Delivery:** Lead and deliver structured learning activities to whole classes independently during scheduled PPA (Planning, Preparation, and Assessment) time or short-term teacher absences, maintaining high expectations for learning and engagement.
- **Specialist Intervention & Progression:** Use specialised skills and curriculum expertise to advance pupils' learning, offering targeted support to individuals, groups, or those with complex SEN requirements.
- **Independence & Social Skills:** Act as an exemplary role model, employing advanced strategies to challenge stereotypes, promote inclusion, and foster independent learning and social self-reliance.
- **High-Level Feedback:** Provide precise, constructive feedback directly to pupils to accelerate their academic, behavioural, and social progress.

Collaboration, Planning & Teacher Support

- **Joint Planning & Lesson Adaptation:** Work collaboratively with class teachers to contribute significantly to the planning, preparation, and sequencing of lessons, modifying plans to suit diverse learner needs.
- **Independent Assessment & Tracking:** Evaluate pupil responses to learning activities through systematic observation and recording. Mark work, manage assessment tracking, and provide comprehensive progress reports to teachers and senior leaders.
- **Liaison & Communication:** Lead communications and meetings with parents, carers, main school staff, and external agencies on complex or sensitive pupil issues.
- **Exam & Testing Management:** Oversee the administration, assessment, and invigilation of routine tests and formal examinations.

Team Leadership & Resource Management

- **Staff Mentoring & Supervision:** Provide professional guidance, induction training, and day-to-day supervision to teaching assistants. Advise colleagues on best practices and lead performance reviews or training needs analyses where appropriate.

- **Resource & Environment Leadership:** Take responsibility for organising and managing the learning environment, ensuring the creation of high-quality displays and selecting specialist learning tools or ICT resources to enhance delivery.

Support for the School, Compliance & Health & Safety

- **Safeguarding & Policy Compliance:** Promote and safeguard the welfare of children and young people at all times. Demonstrate an excellent awareness of and strictly comply with all school policies, including child protection, safeguarding, health, safety, security, confidentiality, and data protection (GDPR), reporting all concerns immediately.
- **Trust Values & Ethos:** Model and champion the core values of the Trust and the school, explicitly demonstrating commitment to the Thrive Charter and promoting a safe, positive school culture.
- **Health & Safety Legislation:** Adhere fully to personal and statutory responsibilities under the **Health and Safety at Work etc. Act 1974** and associated legislation. Take personal liability for your own safety and that of colleagues, adhering strictly to the school’s overarching Health and Safety policy.
- **Comprehensive Supervision:** Provide effective supervision and care for pupils across the entire school day, including classroom delivery, break times, lunchtimes, extra-curricular clubs, and educational school trips.
- **Continuous Professional Development:** Actively engage with professional standards, training opportunities, and performance appraisals to continuously develop your own expertise and practice.

Operational Flexibility Note

The principal accountabilities outlined in this job description are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must demonstrate high professional flexibility to meet the evolving operational needs of the academy. This includes undertaking duties of a similar nature and responsibility as and when required across various workplaces within the academy, both before and after the school day.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Manage other teaching assistants
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Promoting inclusion of all and modelling behaviour of young people.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils

		E	D	How Identified
Qualifications	Higher Level Teaching Assistant qualification - or willingness to gain within an agreed timeframe	✓		AF, Q
	GCSE in English & Maths at Grade C or above or equivalent	✓		
	Safeguarding Training (Level 1)		✓	
Relevant Experience	Experience in working flexibly across Key Stages	✓		AF, I, R
	Recent experience of working as an HLTA in specialist setting or primary school meeting all required standards	✓		
	Positive lesson observation outcomes and feedback	✓		
	Experience of delivering phonics	✓		
	Experience of maintaining the classroom environment to promote learning e.g. learning walls / displays		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Excellent classroom practitioner	✓		
	Excellent Literacy/Numeracy skills	✓		
	Willingness to learn, acquire and apply new skills	✓		
	Use IT effectively to support learning and communication	✓		
	Experience of Co-ordinating a subject / intervention programme in a whole school context	✓		
	Relevant experience of developing and implementing ISPs		✓	
	Commitment to Restorative Practices	✓		
	Good organisational skills in the workplace	✓		
	High levels of drive, motivation, enthusiasm and high expectations of staff and pupils	✓		
	Knowledge of EYFS & KS1 & KS2		✓	
	Willingness to support extra-curricular activities	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R

	Full working knowledge of relevant policies/codes of practice/legislation including SEN	✓		
	Working knowledge and experience of planning and implementing the National Curriculum for learners working at KS1 or KS2	✓		
Interpersonal/Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I,R
	Excellent level of Interpersonal and communication skills:- (a) Written (b) Oral skills (c) Computing Ability to work independently and as part of a team	✓		
	Ability to establish good professional relationships and effective working relationships with all stakeholders	✓		
	Understanding of and commitment to equality of opportunity	✓		
Personal Qualities	Commitment to attending all relevant training including staff meetings	✓		AF,I R
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)