

## JOB DESCRIPTION

### OVERVIEW

<b>Job Title</b>	Higher Level Teaching Assistant
<b>Closing Date</b>	Friday 5 <sup>th</sup> December 2025 at 12:00pm
<b>Interview Date</b>	Tuesday 9 <sup>th</sup> December 2025
<b>Salary / Scale</b>	Scale point 8-13 – Dependent on experience £25,330 - £29,273 FTE – 32.5 hours per week – 39 weeks per year
<b>Contract type:</b>	Permanent
<b>Purpose of the Position</b>	To provide high quality teaching and learning to the children attending Our Lady's Catholic Primary School. The role is to address the needs of the children in the classes across the school in order to provide release time for class teachers.
<b>Key Responsibilities</b>	The role will work with a variety of year groups, delivering and supporting the teaching and learning and helping the children to make progress. This job description may be amended at any time, following consultation between the role holder and the Headteacher and will be reviewed annually.
<b>Responsible to</b>	The Headteacher
<b>Accountable to</b>	Trust Strategic Executive Lead (Chief Executive Officer)

## MAIN DUTIES

### 1. General Responsibilities

#### Teaching and learning

- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### Health and safety

<ul style="list-style-type: none"> <li>• Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy</li> <li>• Look after children who are upset or have had accidents</li> </ul>
<b>2. Professional Development</b>
<ul style="list-style-type: none"> <li>• Participate in the school's appraisal procedures</li> <li>• Participate as required in relevant training which has been identified by the members of the Senior Leadership Team</li> <li>• Participate in further training and development in order to improve own learning</li> <li>• Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school</li> </ul>
<b>3. Communication</b>
<ul style="list-style-type: none"> <li>• Communicate effectively with pupils, parents and carers</li> <li>• Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.</li> </ul>
<b>4. Working with colleagues and other relevant professionals</b>
<ul style="list-style-type: none"> <li>• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher</li> <li>• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision</li> <li>• With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with</li> <li>• Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school</li> <li>• Develop effective professional relationships with colleagues</li> </ul>
<b>5. Personal and professional conduct</b>

- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school
- Ensure confidentiality is maintained at all times.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Respect individual differences and cultural diversity

## 6. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).