



Job Profile

Post	Higher Level Teaching Assistant – Upper KS2. FTC 31/08/2028 with the possibility to extend
Salary	SCP 9-12 HLTA depending on experience HLTA SCP 9 -12 30.5 hrs SCP 9 £27,254 – SCP 12 £ 28,598 FTE (April 25) Actual Salary Approx £19,124.00 to £20,067.00
Hours	Term Time plus one inset training day (Sept) and 12 additional hours (training and development) Mon – Thurs 8.30am to 3.30pm 6.5 hrs per day Fri – 8.30am to 1.30pm 4.5 hrs Total hrs: 30.5 per week. There is the option of additional hours with either breakfast club and/or after school club wrap around care.

Job Purpose

To make a strong contribution to pupils' learning and achievement
 To support and complement the work of the classroom teacher by delivering learning activities
 To work effectively with individual pupils, small groups and whole classes inside or outside of the classroom environment
 To provide learning and care support with pupils with special educational needs
 To promote an inclusive learning environment through targeted interventions
 To support pupils with routines, transitions and behaviour management
 To provide cover and lead class teaching as and when appropriate

Main Duties

1. Planning & Expectations:

- Effectively contribute to teachers' planning and preparation of lessons
- Provide constructive feedback on pupils' learning & behaviour to colleagues & learners
- Creatively select and prepare teaching resources that meet the diversity of pupils' needs, dispositions, aptitudes or circumstances

2. Monitoring and Assessment:

- Support teachers and the Senior Leadership team in evaluating pupils' progress through a range of assessment activities
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Monitor pupils learning & modify activities & tasks appropriately
- Provide constructive feedback to pupils with clear indications of next steps to make further progress
- Monitor and track small group intervention work

3. Teaching & Learning Activities:

- Appropriately structure and scaffold activities which interest & motivate pupils
- Sensitively communicate with pupils & colleagues to support learning
- Ensure activities include & support all pupils
- Practice behaviour management strategies which are in line with the Trust's guidelines & promote a purposeful learning environment
- Advance pupils learning including working with individuals, groups and whole classes when the assigned teacher is not present
- Support and guide the work of other LSAs
- Use IT skills to advance pupils' learning
- Support pupils with SEND using technical aids in the classroom

4. General Accountabilities:

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, as defined in the Trust's Health & Safety Policy and local Academy policies.
- Work in compliance with the Trust's Code of Conduct and the Equality Act 2010
- Ensure that output and quality of work is of the highest standard

Supervision and Management

The jobholder does not have regular responsibility for supervising other staff although they may be required to support and guide the work of other LSAs where appropriate.

Working Environment

The job involves some lifting, pulling and stretching. Most of the work is undertaken indoors; however, the jobholder also undertakes activities outside in the school grounds and on trips and outings. The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Knowledge and Skills

The jobholder needs a good standard of knowledge and skills in all areas of the curriculum.

Other Duties

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

SUPPORT STAFF - HLTA

	Essential	Desirable
Qualifications	Maths and English GCSE HLTA qualification (or working towards)	First Aid Qualification Safeguarding Training SEN Level 3 Teaching Assistant
Knowledge and Experience	Experience of working with cross-sections of people Experience of working with children in a school environment Experience of working with children with varying levels of High Needs	Experience of working to the Trauma Informed framework
Personal Qualities	Excellent inter-personal and communication skills Ability to work as part of a team A calm and professional approach A good sense of humour Methodical and organised working methods A positive attitude towards supporting pupils Smart appearance	