

Central Primary School



Job Description

Higher Level Teaching Assistant (HLTA)

Salary scale: H5 pro rated for 38 weeks (equivalent to 43 weeks)

Full time

Permanent

Responsible to: Phase leader/ Senior Leadership Team (SLT) member

This is in addition to the requirements of an Learning support assistant (LSA)

Purpose of the job

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Main duties

- Plan, prepare and deliver specific learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment, where appropriate
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher or on CPOMS as appropriate
- Support LSAs in structuring break time and lunchtime games and activities
- Disseminate relevant information for LSAs through regular meetings

Teaching Assistants in this role may also undertake some or all of the following:

- Provide cover supervision of classes
- Line manage the work and development of LSA's, coaching and mentoring new LSA's in role
- Liaise with external agencies on a regular basis
- Complete individual, group, statutory assessments with children
- Alongside teachers ensure a creative, organised and stimulating learning environment within the classroom and whole school
- Attend CPD for teachers where required

Review of duties

The specific duties attached to any individual are subject to annual review and may, after discussion with the Headteacher, be changed.