

	Central Cooperative Learning Trust		
Post Title: Higher Level Teaching Assistant – Teaching and Learning	Grade	JE Pts	Date
	Grade 7		Created by CCLT May 2025

Statement of Purpose

The post holder will support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities. This involves working in conjunction with the teacher to prepare curriculum content to work with one or more class teachers and take some classes. This would also include monitoring, assessing, recording and reporting on pupil development, progress and attainment.

The postholder will be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher to the class or group. They will operate with a high level of delegated authority under an agreed system of supervision.

The postholder will provide cover for classes with the agreed system of supervision. This could be regular planned cover for the teacher i.e. for PPA time (Planning, Preparation and Assessment) or could be for the short-term absence of teachers.

The postholder will be expected to take responsibility for the management and development of a specialist area within the school and/or supervision of other teaching assistants including the allocation and monitoring of work, mentoring and training.

Support to Learning

- Provide appropriate support for all areas of the curriculum.
- Have good subject knowledge in order to respond to any questions from pupils.
- Encourage pupils to work to their full potential and work co-operatively with others to ensure all pupils are on task.
- Deliver Learning activities under the direct supervision and guidance of the class Teacher or SENCo.
- Plan own activities independently as appropriate.

Support to Teacher Classroom

- Within an established discipline policy, anticipate and manage behaviour constructively, promoting self-control and independence
- Within an agreed system of supervision, plan and prepare creative and challenging teaching and learning objectives autonomously, and produce, evaluate and adjust lesson plans and learning resources taking into account pupil's interests, language and cultural backgrounds.
- Deliver lessons/learning activities, including those developed by themselves, considering individual pupil learning styles and needs to adjust activities so pupils can engage with the subjects/topics being delivered. This will involve individual, group and whole class work and may take place when the teacher is not present.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Support the role of parents in pupil learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement, behaviour issues etc.
- Have good working knowledge of assessment strategies and record keeping, and participate in procedures in line with school policies.

- Assist the Teacher in the preparation and delivery of planned lessons and wider curriculum opportunities.
- Provide structured support to pupils within lessons as directed under the supervision of the Teacher.
- Assist in maintaining classroom discipline through effective implementation of the school's behaviour management strategies.
- Support the Teacher in the implementation of individual education/behaviour plans, working together to adjust learning tasks as appropriate.
- Liaise closely, establishing constructive relationships with teachers and any involved agency professionals, regarding areas of work for a class, group or individual pupils.
- Provide or gather routine information to or from parents/carers under the direction of the Teacher.

Feedback

- Assist the teacher in monitoring pupils' responses to learning tasks and accurately record achievements/progress as directed.
- Undertake marking of pupils work in line with the school's policy for effective marking and feedback.
- Provide detailed and regular feedback to teachers on pupils' achievements, progress difficulties etc.

Resources

- Assist with the maintenance of equipment and resources.
- Prepare the classroom as directed, organisation and management of resources before, during and after the lessons.
- Assist the Teacher in the organisation, management and maintenance of the classroom environment, including storage and accessibility of learning resources, and displaying of pupils' work.
- Undertake appropriate administrative tasks e.g. photocopying.

Support to Pupils

All Pupils

- Promote the inclusion of all pupils within the classroom and wider school environment
- Contribute to the management of pupil behaviour, creating a positive working environment.
- Promote social, cultural, moral, spiritual and emotional development of pupils.
- Ensure all pupils have equitable access to opportunities to learn and development.
- Support pupils learning, including working with groups and individuals using detailed knowledge, experience and training.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Encourage pupils to interact with others and engage in activities led by the Teacher.
- Provide pastoral support to pupils in a caring and respectful manner.
- Assist with the personal needs and plans of specified pupils, including their learning, social, physical, hygiene and medical needs.

Additional Needs

- Children with additional needs may include those with SEND, EAL, Medical/Health plans, Gifted and Talented needs.
- Provide support for specific pupils with additional needs, ensuring their safety and well-being and access to learning.
 - Provide targeted support in the classroom to individual or groups of pupils.
 - Contribute to the planning, implementation and monitoring of activities & targets for individuals or groups of pupils who have additional needs.
 - Be aware of and liaise with management agencies and individuals who provide support for the pupil.
 - Update relevant records as appropriate.

SEND

- Provide support for specified children with social, emotional and mental health needs at an appropriate level.
- Contribute to pupils' Individual Education Plans and implement agreed learning activities and plans as directed by the class Teacher or SENDCo.
- Update relevant records as appropriate and as directed by the class Teacher, SENDCo or outside agencies.
- Attend and contribute to review meetings, including Annual Reviews as required.

EAL

- Support pupils who are new to country to learn and understand routines and participate in school life
- Support pupils to acquire functional English skills so that they can express their needs and communicate with peers and adults
- Support children with English as an additional language as required within the classroom, under the direction of the class teacher

Whole School

- Understand and implement all school policies.
- Contribute to the overall ethos/work/aims of the school, liaising effectively with all stakeholders.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with

policy, encouraging pupils to take responsibility for their own behaviour.

- Promote social, cultural, moral, spiritual and emotional development of pupils.
 - Establish constructive working relationships with parents and carers, exchanging information honestly and sensitively.
 - Support and Mentor students undertaking work experience or professional training.
 - Assist with the supervision of pupils outside of lesson times including before and afterschool, breaktimes and lunchtimes. These duties shall be undertaken in accordance with the post holders contractual hours.
- Participate in school visits, residential visits and assisting with activities as required.

Health, Safety and Safeguarding

- Be aware of, understand and comply with policies and procedures relating to child protection, safeguarding, Health & Safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- As a CCLT employee, you are responsible for safeguarding and promoting the welfare of pupils in your care or that you come into contact with.
- Assist pupils in matters of personal needs, and their general health including administering medication, assisting sick or injured children or attending to their personal care and welfare matters as required. This may include staying with children who are waiting to go home.
- Undertake first aid duties if the relevant first aid qualification is held.
- Maintain confidentiality, treating information about the school, members of staff and pupils, with respect and complete discretion.
- Assisting in the maintenance of a tidy and orderly school environment.
- Provide general support to pupils ensuring their safety by complying with school Health & Safety practice.

Personal Attributes

- Establish and promote positive relationships with pupils, providing a positive role model, establishing high expectations and modelling behaviour consistent with the standards and aspirations of the school.
- Participate in appropriate meetings, CPO and training activities as required.
- Reflect on own practice, appraising own work, recognising strengths, areas of expertise and areas requiring development in line with expectations of the role.
- Participate in performance reviews in line with the school policy.

Whilst every endeavour has been made to outline all of the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

The duties and responsibilities highlighted in the job specification are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities commensurate to the post as directed by the Headteacher, and the grade has been established on this basis.

Nursery

If working in EYFS, the post holder must hold the relevant childcare qualification as per the DfE guidelines.

Reception to Year 6

If working in Reception through to Year 6, the post holder must hold the relevant Teaching and Learning qualification as per the DfE guidelines.