

## **Higher Level Teaching Assistant Job Description (Penny Field School)**

- **School:** Penny Field School
- **Post Title:** Higher Level Teaching Assistant (HLTA)
- **Pay Grade:** SO1 Scale point 23-25 (pro-rata)
- **Contract:** Permanent, Term Time Only + 5 days (37 hours per week)
- **Responsible to:** SLT

### **Purpose of Post:**

- To work under the supervision and guidance of the leadership team to support the development and coordination of identified cohorts or classes across the school.
- To provide cover across all classes as directed by Senior Leaders.
- To make an effective contribution to the organisation and delivery of learning of individual, small group and class groups in relation to their academic, vocational and personal development needs. This includes specific support for pupils with Profound and Multiple Learning Difficulties (PMLD) and Complex SEND.
- To support the teacher in monitoring and evaluating pupil progress and achievements using a range of assessments as agreed.
- To liaise with parents/carers and partner services in regards to individual pupil's needs.
- To use specialist skills/training/experience to support pupils learning.
- Responsible for the leadership and development of a specific/focused area of school development, as required.
- Lead on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge.



## **Key Areas:**

- Support for pupils
- Support for teachers
- Support for curriculum
- Support for the school

### **Support for the Pupils**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist the teacher with the development and implementation of Individual Education/Behaviour/Support Plans.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Attend to pupils' personal needs (health, physical, hygiene, intimate care, first aid and welfare matters). This is critical when supporting pupils with PMLD/Complex SEND.
- Support the physical, sensory, communication and learning needs of the pupils
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist skills/training/experience to support pupils.
- Take a lead role in managing and delivering support to pupils with complex SEND.
- Challenge and motivate pupils, promote and reinforce self-esteem.

### **Support for the Teacher:**

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan teaching and learning activities to engage and motivate pupils as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Take a lead role in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and inclusion.
- Be responsible for creation and maintenance of a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Support pupils' access to learning using appropriate strategies, resources etc..
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Administrative support (e.g., dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls etc.).



## Support for the Curriculum

- Deliver learning activities to pupils within an agreed system of supervision in specialist area and adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies (e.g., Equals, literacy, numeracy, KS3, early years) and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Be responsible for maintenance/quality/safety of specialist equipment.
- Provide highly specialist advice and guidance as required.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Actively seek information regarding, and utilise, the range of activities, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

## Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the School.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the individual needs and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the School.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

## General

- **Responsible for the management and development of a specialist area**, as required, within the School and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
  - **Lead on discrete areas** – responsible for design and delivery of support requiring advanced level of knowledge.



## Other

- To attend an induction programme as set out by school in order to have the foundations and safeguarding knowledge to complete the role.
- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
- To develop & promote high standards throughout the School.
- Ensure equality of opportunity is afforded to all persons, both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

**Date Job Description Reviewed:** December 2025