



OAK TREE SCHOOL

JOB DESCRIPTION

Higher Level Teaching Assistant

Grade

Grade 6 (spinal points 18–24)

Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supporting, consolidating and developing students' learning in specific subject areas under the direction of a named teacher, in accordance with school policies and government initiatives to promote high standards of achievement and student wellbeing.

Staff Responsibilities

Line management responsibility: none. The postholder may support learning activities for individuals, small groups or whole classes across different classes, groups or subject areas as directed by teaching staff.

Deployment

Deployment expectations: cross-school.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Teaching and learning activities are planned, prepared and delivered for individuals, groups or whole classes under the direction of a named teacher, enabling students to access the curriculum and make sustained progress in their learning.
- Student attainment and progress are monitored, assessed, recorded and reported in collaboration with teaching staff, providing accurate and constructive feedback that informs teaching and learning and supports improved outcomes.



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- Learning resources, schemes of work and lesson materials are produced or adapted under the direction of teaching staff to ensure learning activities are appropriately challenging and accessible for students with varying needs.
- Positive behaviour and engagement are supported through consistent application of the school behaviour policy, contributing to a calm, purposeful and safe learning environment.
- Professional relationships with colleagues, families and external professionals are maintained to support coordinated approaches that strengthen student achievement, wellbeing and inclusion.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will establish constructive relationships and communicate with external agencies and professionals, in liaison with teachers, to support student progress and wellbeing.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Plan, prepare and deliver appropriately challenging learning activities for individuals, small groups or whole classes under the direction of a named member of teaching staff.
- Produce and modify schemes of work, lesson plans and learning resources to meet the needs of individual students under the direction of a named member of teaching staff.



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- Support the school's delivery of literacy, numeracy and basic skills learning programmes.
- Use ICT effectively to support learning activities and develop students' competence, independence and safe use of technology.
- Advise on the appropriate deployment and use of specialist learning aids, resources and equipment to support student learning.

Assessment

- Monitor, assess, record and report students' attainment and progress under the direction of a named teacher.
- Provide objective and formative feedback to students to support their learning and development.
- Contribute to the identification and implementation of out-of-school learning or intervention activities that consolidate and extend classroom learning.

Behaviour Management and Student Wellbeing

- Work within the school behaviour policy to anticipate and manage behaviour constructively.
- Promote positive behaviour, engagement and independence within learning environments.
- Contribute to a calm, purposeful and safe learning environment that supports student wellbeing and enables students to participate positively in learning.

Pastoral and Inclusion

- Develop, implement and review provision plans and contribute to annual reviews where appropriate.
- Support parents and carers and contribute to or lead meetings that provide constructive feedback on student progress and achievement.
- Establish constructive relationships and communicate with external agencies and professionals, in liaison with teachers, to support student progress and wellbeing.



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Trust Culture

- Comply with and support the development of policies and procedures relating to safeguarding, child protection, health and safety, equality and data protection.
- Contribute positively to the overall ethos, values and aims of the school and Maiden Erlegh Trust.

Other

- Carry out additional duties reasonably assigned by the Headteacher that are consistent with the responsibilities and level of the role.

Other requirements and responsibilities

- Enhanced DBS clearance required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with the postholder.