

JOB DESCRIPTION

May 2026

Higher Level Teaching Assistant Grade 4

Job purpose

1. To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines.
2. To focus on pupils' learning in the classroom.
3. To use direct short-term intervention strategies effectively.
4. To support teaching staff in the development and education of children including taking management responsibilities for other Pupil Support Assistants (PSA).
5. Follow and actively promote the school's vision and values.
6. Follow the Trust and school's policies and procedures including those for safeguarding, health and safety and care of pupils.

Duties and responsibilities

Advanced Practitioner - To undertake the duties of a PSA and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision.

Support for Pupils

- Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
- Assess the needs of pupils and contribute to the development of Individual Education Plans.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

Support for Teachers- Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to;

- Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils,
- Contribute to curriculum planning,
- Organise and manage learning sessions with specified groups of pupils,
- Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school,
- Provide information and reports as required on the achievement and progress of pupils,
- In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made,
- Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required,
- Supervise and support the work of PSAs in the class.

A HLTA can be expected to take up to 6 per week (or 60%) whole class specified work sessions. Specified work includes planning, delivery and assessment of a lesson. HLTAs will be under the direction of teachers. As HLTAs are working with whole classes more, it enables the teachers to use their higher-level pedagogical skills

to work with individuals or groups of children who most need complex, high level strategies and quality of teaching.

Support for the school

- Lead for whole school in a designated specialist area and share expertise and skills with others.
- Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety

To adhere to the ethos of the school

- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

1. Duties and Responsibilities –Management role. In addition to the duties normally expected of a PSA, this role will encompass the day to day management of PSAs within the school.
 - 1.1 Assist in the development and implementation of policies relating to PSAs
 - 1.2 Manage the performance of both individuals and teams of staff including responsibility for staff development
 - 1.3 Contribute to the process for the recruitment of PSAs
 - 1.4 Undertake the deployment of staff in line with school requirements
 - 1.5 Advise the management team on any issues affecting the PSAs
 - 1.6 Manage the use of physical resources
 - 1.7 Plan and implement organisational operations
 - 1.8 Support PSA students in school settings.
2. Take part in training opportunities, maintaining a professional development file.

Organisation, communication and planning

3. Ensure familiarity with the class teacher's plans for each lesson and preferably for the week ahead, taking opportunities to contribute personally to short-term and medium-term planning.
4. Take a full and active part in the life of the school including participation in staff meetings and briefings that occur during normal working hours.
5. Take personal responsibility for keeping in touch with decision-making in school, through close links with teaching staff.
6. Foster close links between home and school as part of day-to-day communication with parents.
7. Be prepared to attend staff training days on a pro-rata basis and, if part-time, have the opportunity to attend all training days for extra payment.
8. Have the opportunity, with extra payment, to attend staff and parents' meetings which occur outside normal working hours.
9. Ensure health and safety guidelines are followed, reporting concerns to the site manager or other senior staff as appropriate.

Support and further responsibility

10. Support students on work-experience or PSA placements in the classroom as required and have opportunities to act as mentor.
11. Take responsibility for an area of display, liaising with staff in the department and with training and time provided as necessary.
12. Take responsibility for a particular zone in the department, ensuring that it is kept tidy and safe and with training and time provided as necessary.
13. Provide first aid support and advice according to personal level of training.
14. Provide short-term cover, working alongside PSAs.
15. Lunchtimes duties may be required dependent on the needs of the school.
16. Undertake such duties at the discretion of the Headteacher as may reasonably be required by the changing needs of the school.
17. Demonstrate a contribution to the work of the MAT through partnership working as appropriate.

Working time

- Specific working hours identified as part of the employment contract.
- Expected to be present long enough before and after each session to ensure communication, preparation and completion of work.
- Required to work 190 pupil days and 5 training days each year (pro rata for part-time staff).

Line management

- Left to work within established guidelines with day-to-day work managed by class teachers taking a partnership approach.
- Decisions about placement of HLTAs (once allocated to a phase) to be taken by the AHT and PL, taking account of the individual needs of pupils.
- Take part in appraisals as an appraisee, articulating own performance at mid-year/end of year reviews.

Responsible to

CEO, DCEO, Headteacher and Leadership Group.

Signature of Higher Level Teaching Assistant: Date:

Signature of Headteacher: Date: