



Higher Level Teaching Assistant (HLTA)

Job details

Job title: Higher Level Teaching Assistant (HLTA)

Reporting to: Headteacher / Phase Leader Teacher / SENCo

Main purpose

The HLTA will:

- Work with teachers to raise pupil attainment and progress
- Plan, deliver and evaluate learning for individuals, groups and whole classes
- Lead learning independently, including covering classes within agreed frameworks
- Promote independence, inclusion, wellbeing and engagement
- Contribute to assessment, tracking and reporting
- Uphold high standards and support the wider work of the school

Scope of the role

The HLTA:

- Works under a teacher's direction while leading learning activities independently
- Plans, delivers and evaluates learning across individuals, groups and classes
- Supports pupil progress through liaison with staff, parents and professionals
- May guide or direct other support staff
- Works in a fast-paced and potentially demanding environment

Duties and responsibilities

1. Teaching and learning

- Deliver effective learning to individuals, groups and whole classes
- Provide class cover to ensure continuity of learning
- Use varied strategies to engage pupils and support a broad curriculum
- Adapt teaching to meet diverse needs, including SEND and disadvantaged pupils
- Promote independence, resilience and positive behaviour
- Ensure inclusion and participation for all pupils
- Use ICT to support learning

2. Planning

- Work with teachers to plan lessons and learning activities
- Plan and prepare own structured activities
- Adapt resources to support different needs
- Contribute to curriculum planning and targeted interventions

3. Assessment, monitoring and reporting

- Carry out and support assessment activities
- Monitor progress and adapt approaches accordingly
- Maintain accurate records of attainment
- Provide feedback to teachers and pupils
- Contribute to reporting and parent discussions



4. Working with others

- Collaborate with teachers, SENCo and staff
- Contribute to multi-agency work where appropriate
- Communicate effectively with parents/carers (under teacher direction)
- Support and guide other support staff

5. Behaviour, safeguarding and wellbeing

- Maintain a safe, inclusive environment
- Follow safeguarding policies (including KCSIE)
- Support pupils' wellbeing
- Manage behaviour in line with school policy
- Provide first aid if trained

6. Professional responsibilities

- Engage in ongoing professional development
- Participate in appraisal and training
- Maintain confidentiality and professionalism
- Promote equality, diversity and inclusion
- Contribute to school life and ethos

The HLTA will be required to follow school policies and the staff code of conduct.



Person Specification

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> GCSE English and Maths (Grade 4/C or above) HLTA status or equivalent experience Knowledge of safeguarding and child protection 	<ul style="list-style-type: none"> First Aid qualification Relevant TA qualification (e.g. NVQ Level 3) Further CPD in teaching and learning Specialist training (e.g. SEND, behaviour support)
Experience	<ul style="list-style-type: none"> Working with children in an educational setting Supporting teaching and learning across the curriculum Working with groups and whole classes Supporting pupils with diverse needs, including SEND 	<ul style="list-style-type: none"> Planning and delivering learning independently Leading whole-class learning Tracking and assessing pupil progress
Skills & Knowledge	<ul style="list-style-type: none"> Strong literacy, numeracy and ICT skills Knowledge of curriculum and teaching strategies Understanding of assessment and pupil progress Knowledge of safeguarding and inclusive practice Ability to build relationships and manage behaviour effectively Ability to plan and deliver structured learning 	<ul style="list-style-type: none"> Subject specialism Knowledge of intervention strategies Use of ICT to enhance learning
Leadership & Responsibility	<ul style="list-style-type: none"> Ability to lead learning across different group sizes Ability to work independently within agreed frameworks Ability to support other staff Contribution to planning, assessment and reporting 	<ul style="list-style-type: none"> Experience mentoring staff Involvement in whole-school initiatives
Personal Qualities	<ul style="list-style-type: none"> Commitment to pupil outcomes Positive, resilient and calm approach Professional integrity and confidentiality Commitment to safeguarding and inclusion Ability to motivate and inspire pupils 	<ul style="list-style-type: none"> Initiative and leadership Reflective approach to improvement