

Job Description

Higher Level Teaching Assistant

Location:	Welcombe Hills School
Grade/Scale:	NJC Grade I, Scale 17-20
Special Conditions:	None
Reporting to:	Head Teacher
Revised Date:	September 2025

Job Summary:

To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present. To support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning priorities.

This role will involve undertaking specified work, which will necessitate planning, preparing and delivering learning activities to individual pupils/groups or, short term, for whole classes and monitoring, assessing, recording and reporting on pupils' development, progress and attainment. The role may also involve liaison with external stakeholders and coordination of interventions and enrichment activities in line with school priorities.

Specified work is defined as:

- Planning and preparing lessons for pupils
- Delivering lessons to pupils
- Assessing and recording the development, progress and attainment of pupils
- Liaison with external stakeholders and coordination of interventions and enrichment activities in line with school priorities

To be a member of a multi-disciplinary team and work under the leadership of a qualified teacher assigned to the class or group. He/she will operate with a high level of delegated authority under an agreed system of supervision.

Main Duties & Responsibilities:

A Higher Level Teaching Assistant will be expected to be able to undertake any of the following duties as directed by the Class Teacher and/or the Senior Leadership Team:

Curriculum Support

- Deliver adapted and engaging learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Devise, organise and manage safely the learning activities, teaching space and resources, taking account of pupils' needs, interest, language and cultural backgrounds.
- Use ICT effectively to advance learning and develop pupil competence and independence in its use.
- Advise on appropriate deployment and use of specialist aids/resources/equipment.

Main Duties & Responsibilities:

Pupil and Teacher support

- Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes, using detailed knowledge, experience, specialist skills and training.
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive value, attitudes and behaviour and setting high expectations.
- Promote the inclusion of all pupils within the classroom, encouraging them to actively positively with others and engage in all activities.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Monitor and provide for pupils' personal safety and welfare.
- Employ consistently positive, vigilant, well-informed and de-escalate responses to behaviour.
- Organise and manage learning activities (including learning environment and resources) in ways which keep pupils safe.
- Under agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities, using a range of assessment.
- Objectively assess, provide feedback and reports as necessary on pupil development, progress and achievement.
- Within the school's Relational Behaviour Policy, apply strategies and techniques to respond to behaviour constructively and contribute to a purposeful learning environment. Support the role of parents and carers in pupils' learning and contribute to meetings with parents and carers to constructively feedback on pupil progress/achievement.
- Direct and guide the work of other adults supporting teaching and learning in the classroom.
- Support the writing of pupil and class risk assessments.

School Support

- Be involved in and contribute to the whole school policy development.
- Assist with the development of procedures relating to child protection, health, safety and security, confidentiality and data protection and comply with these. Report concerns to an appropriate person.
- Contribute to identification of appropriate out-of-school learning activities, deliver/co-ordinate these, in accordance with school policy.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, in liaison with the teacher.
- Contribute to the overall ethos and aims of the school.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.

Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for

whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note: This job description may be modified by the Trust to reflect or anticipate changes in the job, commensurate with the salary and job title.