

Job details

Job title: Higher Level Teaching Assistant (HLTA)

Salary: Grade E

Hours: [number of hours employed to work per week]

Contract type: [full-time/part-time], [fixed-term/permanent]

Reporting to: [job title of line manager]

Responsible for: [job titles of line-managed staff, if applicable]

Main purpose

The HLTA will:

- Work with class teachers to improve the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually, in groups or as a class, so they can access the curriculum, take part in learning and experience a sense of achievement
- Look at every aspect of school life through a safeguarding lens, including full compliance with Keeping Children Safe in Education

Duties and responsibilities

Teaching and learning

- Cover and lead class teaching, as and when determined by SLT
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school and Trust's policies and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use Computing skills to advance pupils' learning
- Direct the work, where relevant, of other adults in supporting learning
- Undertake any other relevant duties given by a teacher or member of SLT
- Actively and consistently demonstrate the [HLTA Standards](#) through your practice

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Undertake planning for lessons, as directed by a member of the SLT
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively and in accordance with the school's policy, to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development to improve own practice, including participation in events at other Inspire Learning Partnership schools

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Notes:

This job description may be amended at any time in consultation with the postholder.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	➤ HLTA qualification ➤ Acceptable Level 2 or 3 Qualifications: https://documents.hants.gov.uk/education/PublicationcopyHNAPHLTASd11guidanceApril2017.pdf or equivalent ➤ Experience of working with children as an LSA ➤ Experience of planning and leading teaching and learning activities (under direction)
Skills and knowledge	➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good Computing skills, particularly using digitization to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context ➤ Understanding of effective teaching methods ➤ Knowledge of how to successfully lead learning activities for a group or class of children ➤ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support ➤ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	➤ Willingness to work beyond base setting ➤ A commitment to getting the best outcomes for all pupils and promoting the values, policies and practices of the Trust ➤ Set high expectations for children's attainment and progress ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

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Last review date: January 2026

Next review date: January 2027

Principal/line manager's signature:

Date:

Postholder's signature:

Date:
