

## **Higher-Level Teaching Assistant (HLTA) – Grade 9**

### **Job Description & Person Specification**

#### **Our Vision**

At Embark, we are proud of our **Collective Commitment to Inclusion**, a trust-wide promise to ensure that every child and adult feels seen, known, safe, and valued. In your role as HLTA, you will help bring this vision to life by supporting learning with integrity, warmth, and professionalism.

#### **Purpose of the Role**

This elevated role supports teachers through enhanced responsibility in classroom leadership, under the direction of a qualified teacher or SENCo. You will:

- Lead class sessions
- Plan, deliver, assess, and report on pupil learning
- Support the development of best practice across your school
- Mentor other TAs, helping build a skilled and confident team

#### **Key Responsibilities**

##### **Support for Pupils**

1. Use detailed knowledge and specialist skills to assess needs and support learning
2. Build strong, respectful relationships and model high expectations
3. Develop, implement, and review Education Plans
4. Champion inclusion and bring the collective commitment to life ensuring all pupils feel welcome and able to participate
5. Provide responsive and tailored support, fostering independence and self-esteem
6. Encourage social interaction, collaboration, and active learning
7. Offer meaningful feedback to promote pupils' progress

### **Support for Teaching & Learning**

8. Set up and manage stimulating learning environments and resources
9. Plan and deliver learning activities in line with school objectives
10. Monitor pupil engagement and adapt support accordingly
11. Provide clear and accurate feedback on pupil progress to teachers and parents
12. Maintain detailed records of pupil achievement
13. Manage behaviour using positive strategies aligned with the collective commitment and school behaviour approach
14. Deliver learning interventions and support parents' engagement in learning
15. Administer and mark assessments, supervising exams and test situations
16. Lead specific curriculum areas or contribute to school-wide learning schemes
17. Mentor or supervise other support staff to maximise impact in the classroom
18. Perform any other duties appropriate to the role's responsibilities and grade

### **Person Specification – Grade 9 HLTA**

We welcome candidates from a variety of backgrounds—whether you've grown through Embark's Teaching Assistant grades or are advancing from other support roles. What matters most is your passion for inclusive learning and leadership.

### **Core Capabilities**

- Demonstrable emotional intelligence, effective communication, and the ability to inspire confidence
- Proven ability to reflect on and adapt your practice based on feedback and outcomes
- Reliable, organised, collaborative team player with integrity
- Committed to ongoing professional development

### **Experience & Knowledge**

- Successful experience supporting children across settings (education, youth work, care, etc.)
- Knowledge of inclusive practices and strategies for learner engagement

- Experience of planning for and delivering meaningful class lessons.
- Familiarity with assessment tools and progress monitoring
- Understanding of safeguarding, SEND, and behaviour management approaches

### **Qualifications & Training**

- GCSE (or equivalent) in English and Maths
- High Level Teaching Assistant (HLTA) Level 4 qualification.

### **Desirable**

- Experience in taking full responsibility for delivering pre-planned lessons or teaching whole classes in the absence of the regular teacher.
- Experience in Collaborate with teachers to plan learning cycles, prepare specific resources, and adapt activities to suit diverse student needs.
- Subject specialism, SEN expertise, or coaching capacity
- Ability to mentor colleagues and contribute to wider school improvement