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**HIGHER LEVEL TEACHING ASSISTANT (HLTA)**

**JOB DESCRIPTION**

**POST TITLE**: Higher Level Teaching Assistant

**RESPONSIBLE to**: Head of School

**REQUIRED:** HLTA status or equivalent

**JOB SUMMARY**

Part of the Higher Level Teaching Assistant (HLTA) role is to work across the school to provide cover for teachers when they are absent from school. At other times HLTA’s will be in class supporting a class or working with small groups on specific interventions from across the key stage 2 year groups.

**PURPOSE OF THE JOB**

The role of the HLTA is:

1. To provide and deliver learning activities to whole classes of pupils when the class teacher is not

present. The HLTA will deliver lessons that have been planned by the class teacher and report

on development, progress and attainment.

2. To work independently with whole classes of pupils.

3. To be responsible for the planning, delivery and monitoring of interventions under the guidance of the classroom teacher or phase leader. (this maybe a specific intervention)

**SUPPORT FOR PUPILS**

4. To assess the needs of pupils and use detailed knowledge and skills to support pupils’ learning.

5. To establish productive working relationships with pupils, acting as a role model and setting

high expectations.

7. To promote the inclusion and acceptance of all pupils within the classroom.

8. To support pupils consistently whilst recognising and responding to their individual needs.

9. To encourage pupils to interact and work co-operatively with others and engage all pupils in

activities.

10. Promote independence and employ strategies to recognise and reward achievement of self reliance.

11. Provide feedback to pupils in relation to progress and achievement.

12. To provide supervision during unstructured times, where required on a rota basis.

**SUPPORT FOR THE TEACHER**

13. To organise and manage appropriate learning environments and resources.

14. To monitor and evaluate pupil responses to learning activities through a range of assessment

and monitoring strategies against pre-determined learning objectives.

15. To work within an established behaviour policy to anticipate and manage behaviour

consistently.

16. To support the role of parents in pupils’ learning and contribute to meetings with parents to

provide constructive feedback on pupil progress/achievement etc.

**SUPPORT FOR THE CURRICULUM**

17. To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.

18. To use ICT effectively to support learning activities.

19. To select and prepare resources necessary to lead learning activities, taking account of pupils’

interests.

**SUPPORT FOR THE SCHOOL**

20. To follow school policies and procedures.

21. To be aware of and support difference and ensure all pupils have equal access to opportunities

to learn and develop.

22. To contribute to the overall ethos and aims of the school.

23. To attend INSET and other training opportunities.

24. To establish constructive relationships and communicate with other agencies/professionals, in

liaison with the teacher, to support achievement and progress of pupils.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | HLTA status or equivalent | Evidence of commitment to further  Professional development |
| **Experience** | Experience as a teaching assistant in EYFS, KS1 or KS2 |  |
| **Knowledge and understanding** | Knowledge and understanding of child development.  Utilise a variety of strategies to engage children in learning  Knowledge and understanding of the Primary Curriculum.  An understanding of children’s centred approach to learning and development.  Knowledge and understanding of child protection and safeguarding procedures. |  |
| **Skills** | Excellent inter-personal skills.  Ability to prioritise and organise as necessary.  Good ICT skills.  Ability to relate to and communicate with  children both in and outside the classroom.  Provide a positive role model for children.  Ability to communicate effectively, verbally and in writing.  Ability to work effectively with parents and partners.  Ability to work in a busy, demanding  environment.  Ability to model, promote and embed high standards of safe working practice. |  |
| **Personal characteristics** | Approachable  Committed  Enthusiastic  Reliable  Able to motivate self and others  Calm under pressure  Well-organised  Work In a team  Commitment to equal opportunities |  |