

Job Description

Job Title:	Higher Level Teaching Assistant
Reporting to:	Deputy Headteacher
Location:	

Main Purpose

To deliver high-quality teaching, learning and intervention support, promoting the wellbeing and safety of students in line with Aurora values and the ethos of the school. The HLTA will prepare and deliver assigned learning activities to individuals, groups or classes, adapting provision to meet student needs within agreed systems of supervision.

Key Accountabilities

- Support the delivery of high-quality teaching and learning across the school.
- Plan and deliver teaching, interventions and class cover as operationally required.
- Advance learning when working with whole classes without the presence of a teacher, within agreed arrangements.
- Deliver pastoral care and role model expected standards for students and colleagues.
- Coach and guide Teaching Assistants, promoting consistent practice and high expectations.
- Organise and manage learning activities in a way that keeps learners safe, engaged and supported.

Key Duties

Professional Conduct and Shared Ethos

- Promote a neuro-informed and neuro-affirmative approach throughout the school.
- Model Aurora values, positive attitudes and expected behaviours in all interactions.
- Coach and guide Teaching Assistants, supporting consistency, confidence and reflective practice.
- Understand and promote local school procedures, systems and practices.
- Build successful relationships with students, treating them with respect, consistency and consideration.
- Engage in continuing professional development and contribute to the wider life of the school.

Student Welfare and Safeguarding

- Take responsibility for safeguarding and promoting the welfare of students in line with school policies, including safeguarding and PREVENT.
- Prioritise safeguarding and student wellbeing at all times.
- Monitor student conduct and behaviour, intervening appropriately to resolve complex or challenging situations.
- Provide meaningful feedback on behaviour, relationships, attitudes, attainment and progress.
- Promote independence, personal development and high expectations of behaviour.
- Support therapy or care programmes designed and supervised by relevant professionals where required.
- Attend to personal care needs when required, including toileting, hygiene, dressing, eating, medication and first aid in line with policy and training.

Teaching, Learning, Monitoring and Recording

- Cover classes within an agreed timetable and deliver specific interventions or absence cover as directed by senior leaders.
- Provide challenging and differentiated learning activities that help students achieve their full potential.
- Select and adapt resources and methods that reflect student strengths, needs and agreed targets.
- Collaborate with colleagues to review and contribute to plans such as EHCPs, behaviour plans, risk assessments and therapy plans.
- Assess, record and report development, progress and attainment in line with local procedures.
- Communicate clearly with colleagues, parents/carers and stakeholders to support student development and wellbeing.

Knowledge, Skills and Experience

- Higher Level Teaching Assistant Diploma or equivalent Level 4 qualification, or equivalent skill level with willingness to achieve HLTA status.
- Specialist qualifications or willingness to achieve relevant training, such as ELSA, Thrive or ELKLAN.
- Team Teach Level 2 training is required for the role and will be provided by Aurora where needed.
- GCSE English and Mathematics grade C/4 or above, or equivalent.
- Relevant knowledge and experience of working with students with SEND and neurodivergence.
- Secure understanding of safeguarding principles and child protection procedures.
- Experience of supporting a range of approaches to behaviour, including behaviours that challenge.
- Strong interpersonal, communication, numeracy, literacy and ICT skills.

Requirements of Role

- Eligibility to work within the UK and satisfactory Enhanced DBS with barred list checks.
- Ability to meet the physical demands of the role, which can be challenging at times.
- Full valid driving licence is preferred.
- Availability and involvement in activities outside the school and school day may be required.
- Commitment to ongoing CPD, reflective practice and working collaboratively with colleagues.

Aurora Values in this Role

Aurora Values	What this means in this role
Caring	Provide nurturing, individualised support so learners feel safe, valued and well prepared for life in modern Britain.
Ambitious	Inspire learners to aim high, build resilience and work towards education, employment and independence outcomes.
Collaborative	Work positively with students, families, colleagues and external partners to support social, emotional and life-skill development.
Trusted	Create safe, supportive environments where learners can take appropriate risks, keep themselves safe, including digitally, and build confidence.
Innovative	Create outstanding, personalised education, adapting approaches so every learner has meaningful opportunities to succeed.

Additional Information

As part of The Aurora Group everyone is expected to:

- Behave and act in a way which promotes and contributes to the overall aims, values and ethos of The Aurora Group.
- Participate in regular training, supervision, appraisal and development in line with Company policies and procedures.
- Participate in relevant current and new legislative and regulatory activities as required from time to time.
- Demonstrate commitment to equality, diversity and inclusion, ensuring equality of access and treatment in employment and service delivery.
- Promote and follow The Aurora Group Health and Safety Policy and Procedures, ensuring these are implemented effectively.

- Share The Aurora Group commitment to safeguarding and promoting the welfare of children and young adults by applying organisational policies and procedures and attending regular safeguarding training.

This job description provides a summary of the key responsibilities and expectations of the role. It is not intended to be exhaustive and may be reviewed and amended periodically to reflect organisational and operational requirements. Performance will be measured against the requirements of this job description and the individual objectives agreed through the appraisal and performance management process.