**JOB DESCRIPTION**

**POST TITLE:** Higher Level Teaching Assistant

**POST RESPONSIBLE TO:** Assistant SENCo

**SALARY:** Support Staff Scale Point 9 to 15  
(£26,409 to £29,093 FTE, prorated to £22,997 to £25,334)

**WORKING HOURS:** Full time (37.5 hours per week), term time only

**START DATE:**  September 2025

**CLOSING DATE:** Monday, 23rd June 2025 at 9am

**INTERVIEW DATE:** TBC

**JOB PURPOSE:**

To support the academic, social, and emotional development of students with additional needs. The HLTA works collaboratively with teaching staff and other professionals to deliver tailored interventions and facilitate access to learning, playing a proactive role in the inclusion and progression of students through this predominantly classroom based role.

**DUTIES AND RESPONSIBILITIES:**

**Teaching & Learning Support**

* Plan and deliver learning activities to individuals and small groups, including withdrawal and in-class support.
* Assist in adapting resources and lesson content to suit individual learning needs.
* Support the implementation of pupil passports, EHCPs, and Behaviour Plans.
* Monitor student progress and provide constructive feedback to teachers and SEN staff.
* Contribute to the assessment of student attainment and engagement through record-keeping and reporting.
* Deliver small group and one-to-one interventions, such as language development, social communication, EAL, and specific learning difficulties.

**Student Development & Inclusion**

* Foster students’ independence, resilience, and motivation.
* Support students in developing positive attitudes toward learning and school life.
* Manage challenging behaviour following agreed school strategies and behaviour plans.
* Promote inclusion by modelling respectful relationships and supporting diverse needs.

**Resource Management & Team Collaboration**

* Prepare learning materials and ensure appropriate use of specialist equipment.
* Provide informal support and guidance to LSAs and new staff when required.
* Participate in meetings to share information and contribute to provision planning.
* Assist with the coordination and delivery of intervention programmes.

**Professional Responsibilities**

* Participate and deliver in relevant CPD and contribute to a culture of continuous improvement.
* Adhere to safeguarding, confidentiality, data protection, and health and safety policies.
* Demonstrate professionalism, discretion, and integrity in all school activities.
* Undertake duties as reasonably requested by the SENCo, Assistant SENCo, or senior staff.

**PERSON SPECIFICATION FOR HIGHER LEVEL TEACHING ASSISTANT**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

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| **REQUIREMENTS**  The post holder must be able to demonstrate: | ESSENTIAL (E) or DESIREABLE (D) |
| **QUALIFICATIONS** | |
| A good standard of educational achievement. | E |
| GCSE English and Maths at A-C or 4+ | E |
| A relevant Level 3 qualification | D |
| **EXPERIENCE** | |
| Experience of working in a secondary school | E |
| Experience of establishing positive relationships with young people. | E |
| **KNOWLEDGE AND SKILLS** | |
| Full working knowledge of relevant policies/codes of practice. | D |
| Excellent accuracy and attention to detail. | E |
| Ability to communicate effectively and accurately both verbally and in writing. | E |
| The ability to liaise positively with staff, students and parents/carers and be customer focussed with a friendly and professional manner. | E |
| The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement. | E |
| **PERSONAL ATTRIBUTES** | |
| An interest in own personal development and willing to develop through appropriate CPD opportunities. | E |
| Commitment to promoting the overall ethos and values of the Academy. | E |
| Excellent interpersonal skills. Excellent organisational and time management skills. | E |
| The ability to be flexible and positive, demonstrating a “can-do” attitude. | E |
| Ability to work with autonomy and to act on own initiative but also work constructively as part of a team. | E |
| Ability to maintain confidentiality. | E |
| Strong track record in attendance | E |

All offers are subject to satisfactory references, enhanced DBS checks and successful completion of a contractual probationary period.