

INVICTUS

Education Trust

JOB DESCRIPTION



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE	HLTA – Higher Level Teaching Assistant
ESTABLISHMENT	Pedmore High School
GRADE	Grade 7, SCP 18-23
REPORTING TO	In line with organisation structure
RESPONSIBLE FOR	In line with organisation structure
LIASING WITH	CEO, Trust Executive Leadership Team, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

To deliver small group teaching to pupils in the Nurture Focus Centre;

To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of children;

To support pupils by removing barriers to learning

Main Duties

Portfolio

- Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning.
- Take a lead role in managing and delivering pastoral support.
- Manage the supervision of pupils excluded from, or not otherwise working to a normal timetable.
- Provide cover for the whole class in the event of short term teacher absences and PPA time.
- Organise and manage sessions with groups of pupils in planned educational settings
- Monitor and assess individuals and groups of pupils in planned educational setting
- Provide formal feedback and reports as required on pupil achievement and progress
- Plan, prepare and deliver learning activities for individuals, groups or whole classes.



Mission

'Excellence every day,
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Vision

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Values

- Respect
- Resilience
- Relationships

- Record progress and achievement systematically and provide evidence of range and level of progress.
- Develop and implement IEP's under the SENDCo's direction
- Undertake specialist work with individuals/groups of pupils for which an additional qualification may be required.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson resources, worksheets etc.
- Use ICT to support learning activities and develop pupil's competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aids/resources/equipment
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend professional meetings as required
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO
- Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate



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Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Support For The Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

The postholder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people.

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the Trust into disrepute. Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974](#)



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For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: [DBS Filtering Guidance](#)

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.



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Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	HLTA Status. NVQ Level 3 for a Teaching Assistant or equivalent qualification related to working with children and/or young people. Specialist skills/training in curriculum or learning area	
EXPERIENCE	Demonstrable experience of working with children of relevant age in a learning environment. Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection. Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies. Understanding of the principles of child development and learning processes. Understanding of statutory frameworks relating to teaching.	
SKILLS AND KNOWLEDGE	Ability to use relevant technology e.g. computer/keyboard/photocopier/video. Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	
PERSONAL QUALITIES	A Knowledge of Equality & Diversity issues. Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these. Ability to relate well to children and adults. Ability to organise, lead and motivate a team.	



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	Constantly improve own practice/knowledge through self-evaluation and learning from others. To comply with the School's commitment to the protection and safeguarding of children.	
SAFEGUARDING	• Commitment to safeguarding and promoting the welfare of children and young people. • Knowledge of child protection and safeguarding policies and procedures.	
FLEXIBILITY	• To work flexibly to meet the needs of the Trust and its educational establishments. The holder of the post can be required to work in any location within the Trust. • Willing and able to travel regularly across the Trust or partnership schools. • Able to work flexibly to meet the demands of the role. • Willingness to represent the Trust in external forums, conferences or panels.	

This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.

Job Title:	Higher Level Teaching Assistant		
HR Director signature:		Date:	
Postholder's signature:		Date:	



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