

Job Description & Person Specification

Job Title	Higher Level Teaching Assistant (HLTA)
Responsible to	SENDCO
Job Purpose	As a HLTA, you will complement teachers' delivery of the curriculum and contribute to the development of other support staff, pupils and academy policies and strategies. You will work collaboratively with teaching staff and assist them in the whole planning cycle and the management/preparation of resources. You will supervise whole classes during the short term absence of teachers. You will provide support to pupils, teachers and the academy in order to raise standards of achievement for all, by utilising your advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes and to encourage pupils to become independent learners. You will provide support for pupil welfare and support the inclusion of pupils in all aspects of academy life.

Duties and Responsibilities

Lesson Planning and Delivery:

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle including evaluation and adjustment
- Develop and prepare resources for learning activities in line with lesson plans and student needs
- Contribute to planning learning opportunities in out-of-school contexts
- Teach whole classes covering PPA within agreed supervision and framework
- Motivate and progress pupils' learning using structured and engaging teaching activities
- Be familiar with lesson plans, individual education plan (IEP) targets, and learning objectives
- Progress pupils' learning in a range of settings, including working with individuals, small groups, and whole classes without the assigned teacher present

Student Support and Inclusion:

- Support difference and ensure equal access to learning opportunities for all pupils
- Promote and support inclusion of pupils with specific needs in learning activities and the classroom
- Promote and reinforce student self-esteem, independence, and reward achievement
- Assist in encouraging acceptance and integration of pupils with special needs, different cultures, and/or EAL
- Provide support for pupils' pastoral needs
- Provide physical support and maintain personal equipment used by pupils

Behaviour and Learning Environment Management:

- Use behaviour management strategies to support a purposeful learning environment and encourage cooperative interaction
- Organise and safely manage the learning environment and resources
- Supervise pupils outside of lesson times according to duty arrangements

Assessment and Monitoring:

- Provide detailed verbal and written feedback on lesson content, student learning and behaviour
- Work with teachers to evaluate pupils' progress through various assessments

- Assess pupils' responses and modify methods to meet individual/group needs
- Monitor student participation and progress and give constructive feedback
- Contribute to observation and assessment programmes and provide reports to support students

Communication and Collaboration:

- Support parents' role in learning and contribute to or lead meetings providing feedback on progress, achievement, and behaviour
- Foster and maintain constructive relationships with parents/carers, facilitating support for attendance and learning, and supporting home-school links
- Support teaching staff and pupils on visits, trips, and out-of-school activities
- Assist teachers by liaising with specialist support staff involved in the student's education

Policies, Procedures, and Professional Development:

- Comply with policies - child protection, inclusion, health, safety, confidentiality, and data protection
- Participate in training, learning activities, and performance development as required
- Maintain high standards while supporting inclusion and welcoming diverse thinking
Maintain strict confidentiality at all times
- Process personal and sensitive information (Data Protection Act 2018 and UK GDPR)
- Protect the safety and security of information (e.g., passwords, reporting breaches, secure disposal)
- Understand and comply with safeguarding statutory guidance, reporting concerns immediately
- Comply with the Academy's policies and procedures
- Undertake other reasonable duties as requested, in line with organisational needs

Professional development:

- Keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

General responsibilities:

To be aware of and comply with Academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students

To undertake personal development through training and other learning activities including performance management as required in line with Academy priorities and targets

To attend Senior Leadership Team, Governors and other meetings relevant to the role and follow the line management procedures of the Academy

To be a positive role model for students in dress code and conduct policy within the Academy

Scope of the Job Description:

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post, and therefore, you may be required to perform other duties as requested by your Line Manager. The duties may need to be varied to meet the changing demands of the academy at the reasonable discretion of the Principal and School Business Director. This job description does not form part of the employment contract. It describes the way the postholder is expected and required to perform and complete the particular duties.

Safeguarding of students and Duty of care:

All staff, regardless of role, level of seniority, and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. We expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn and grow.

Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns they may have. All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, it is essential that you know what actions to take.



Person Specification - Higher Level Teaching Assistant

Information for candidates: The person specification outlines the experience, skills, and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

All criteria listed below are essential for the post, unless otherwise stated.

Criteria
• GCSE grade C/4 or above, or equivalent, in Maths and English • A recognised and relevant vocational qualification (NVQ3) as well as having or working towards the Higher-Level Teaching Assistant qualification and/or equivalent proven practical work experience • Awareness of specialist curriculum area, and proven practical application in a similar environment • Previous experience of working effectively with young people preferably in a school setting • Supervisory experience • Good working knowledge of ICT in a secondary school setting • Experience of implementing national curriculum and relevant strategies • Working knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection • Good communication skills both oral and written • Can use ICT effectively to support learning • Ability to build positive relationships with all stakeholders