

# Higher Level Teaching Assistant

**Salary Grade:** UKAT Band D  
**Hours:** 30 hours per week / Term time only  
**Responsible to:** Assistant Principal  
**Responsible for:** n/a

## Purpose and Vision

To take responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing, delivering learning activities, monitoring, assessing, recording and reporting on student progress and development, for whole classes / small groups. HLTA will directly deliver the student intervention strategies and programmes to specified classes, groups of students and individual students, in order to raise attainment and achievement across the academy and enable students to access the curriculum and thereby raise student motivation and self-esteem.

## Key responsibilities

### Teaching & Learning

1. Plan, prepare and deliver direct and structured teaching and learning programmes and activities to students identified on the SEND and Additional Needs register to advance their progress- in groups (whole class or smaller groups) or individually – this to include coaching and mentoring, where required and as guided and instructed.
2. Build and maintain successful relationships with students and other staff -communicating effectively, sensitively and empathetically to motivate them and support their learning.
3. Promote and support the inclusion of all pupils in the learning activities in which they are involved
4. Use behaviour management strategies, in line with the academy policy and procedures, which contribute to a purposeful learning environment and promote positive behaviour and improve independent working
5. Advance student learning in a range of classroom settings, including working with individuals, small groups and whole classes where a qualified teacher is not present
6. Within an agreed system of supervision plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
7. Assist in drawing up and undertaking the delivery of the individual student learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets
8. Guide the work of other adults supporting teaching and learning in the classroom (where required)
9. Contribute effectively to planning and preparation of lessons
10. Deliver local and national learning strategies where appropriate e.g literacy and numeracy
11. Use ICT and new technologies effectively to support learning activities and develop students' competence and independence
12. Contribute effectively to the selection and preparation of teaching resources that meets the diversity of students' needs and interests

13. Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
14. Support the extended study opportunities of students outside of the lesson
15. Produce reports as required, for the Special Educational Needs Teacher, on student progress and targets outlined in SBPs, PSPs and IBPs and EHCPs
16. Participate in contributing to SBPs, PSPs and IBPs and EHCPs.

### **Monitoring and assessment**

1. Monitor students' learning, participation, behaviour and progress and give constructive support and feedback to students and staff /line manager as they learn
2. Administer and assess/mark tests where required
3. Support teachers in evaluating student' progress through a range of assessment activities
4. Monitor students' responses to learning tasks and modify the approach accordingly
5. Participate in the observation and monitoring of the progress of students, maintaining accurate records within the special and additional needs provision in order to ensure documentation of all interventions with students
6. Liaise with parent/carers and attend parents/carer consultation evenings where applicable to give objective feedback on student progress and other matters
7. Produce termly reports re: progress of students as requested, by the SENCO.

Higher Level Teaching Assistant – Person specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good general level of education including English and Maths to a minimum of GCSE grade C or above (or equivalent)</li> <li>• HLTA qualification/status achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 A Level (A*C) in English/Maths</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven experience of working as a Teaching Assistant or HLTA</li> <li>• Evidence of working with small groups of students</li> <li>• Evidence of planning and supporting students with their work</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Ability to demonstrate sufficient knowledge and understanding in Literacy or Numeracy to progress students learning</li> <li>• Familiarity with school curriculum and main teaching strategies</li> <li>• Know a range of strategies to promote good behaviour</li> <li>• Familiarity with testing and examination framework</li> <li>• Understand key factors that can affect the way students learn</li> <li>• ICT literate in a number of software packages</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of corrective reading and or numeracy programme</li> <li>• Understand statutory AEN frameworks including code of Practice</li> <li>• Know how to advance students progress through ICT</li> <li>• Understanding of Child Development and learning processes</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to analyse and interpret data</li> <li>• Ability to empathise</li> <li>• Ability to give sensitive constructive feedback</li> <li>• Excellent interpersonal skills and ability to communicate well</li> <li>• Ability to demonstrate and promote positive values, attitudes and behaviour</li> </ul>	

	<ul style="list-style-type: none"><li>• Able to work independently and as part of a team</li><li>• Excellent organisational skills</li><li>• Ability to relate well to young people and adults</li><li>• Ability to work off own initiative</li></ul>	
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