



Trinity School Job Description

Name:

Job title: Higher Level Teaching Assistant (HLTA)

Responsible to: Qualified Class Teacher

Salary: Scale 6

Purpose

As a Higher-Level Teaching Assistant, you will contribute to a wide range of teaching and learning activities, assist and support the work of an allocated qualified class teacher, cover class teaching duties where staffing levels are impacted due to staff absences (short-term) and have regular whole class teaching responsibility as part of supporting the School leadership and training.

You will work directly under the supervision and line management of your allocated class Qualified Teacher.

General responsibilities

Working under the general supervision of the Class Teacher and at times working on your own initiative, you are responsible for:

- a)** Regular whole class teaching to support School leadership and training for your allocated class teacher. This will include:
 - o leading and managing pupil behaviour which includes; dealing with any immediate issues or emergencies in line with the School's behaviour policy and ensuring any paperwork relating to behaviour is completed and given to the Class Teacher promptly.
 - o Joint planning, preparing and delivering lessons in line with the medium-term plan, as well as short-term recording and reporting on the progress of pupils under the direction of the Class Teacher
- b)** Promoting a safe, calm and well-ordered environment for all pupils focused on safeguarding pupils, holding overall responsibility for the safeguarding of pupils in the absence of the Class Teacher.
- c)** Supporting the School's ethos by working in partnership with teachers, leaders and other staff to deliver high quality educational experiences for pupils at the school.



- d) Taking responsibility for your own professional development by positively engaging in appraisal activities, actively participating in appropriate training and making effective use of your own PPA time to be fully prepared for agreed teaching commitments.
- e) Fulfilling playground supervision as detailed in school duty rotas.

As an HLTA, you are additionally specifically responsible for:

1. Setting high expectations which inspire, motivate and challenge children by:

- a) demonstrating a high standard of professional conduct, at all times, in line with the school vision, values and core purpose. *Please refer to the Staff Code of Conduct for full details of expectations.*
- b) being a positive role model for pupils in relation to attitudes, values and behaviour which are expected of pupils at the school.
- c) building and sustaining positive relationships with all pupils.

2. Promoting good outcomes and progress for children by:

- a) being accountable for progress and outcomes for the individual pupils/groups you teach.
- b) being aware of pupils' capabilities and their prior knowledge, and planning teaching to build on these.
- c) demonstrating knowledge and understanding of the different ways that children learn and how these impacts on teaching.

3. Demonstrating good subject and curriculum knowledge by:

- a) having a secure knowledge of the relevant subject(s) or lesson content that you teach.
- b) demonstrating an understanding of and take responsibility for promoting high standards of literacy, through the correct use of standard English.

4. Plan and teach well-structured lessons by:



- a) contributing to the planning and teaching of programmes of work and activities for a class, group or an individual pupil.
- b) preparing and developing additional resources to support learning as appropriate, including assisting with displays and resources in class rooms and other areas of the school.
- c) using ICT as a teaching resource for learning, both personally, and to advance pupils' learning.
- d) delivering effective lessons that support pupils' learning and development.
- e) providing effective support and supervision for pupils as part of enrichment and off-site visits.

5. Adapt teaching to respond to the strengths and needs of all children by:

- a) having a clear understanding of the needs of all pupils, including those with highly complex and/or enhanced medical needs through consultation with the class teacher.
- b) using agreed approaches as part of teaching which enable all pupils to access learning.

6. Make accurate and productive use of assessment by:

- a) making effective use of formative and summative assessment to secure pupils' progress.
- b) using relevant data to monitor progress and plan subsequent lessons.
- c) giving pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- d) Contributing to reports on specific areas of learning for pupils you are responsible for.

7. Manage behaviour effectively to ensure a good and safe learning environment by:

- a) enforcing clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good behaviour around the school, in accordance with the school's behaviour policy.

8. Fulfil whole school responsibilities by:

- a) developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- b) taking responsibility for improving teaching through appropriate professional development.



c) communicating effectively with parents/carers with regard to pupils' wellbeing and achievements.

General Accountabilities

1. Ensure compliance with, and actively promote, the Council's Equalities and Diversity and Health and Safety policies and strategies.
2. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
3. Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
4. Fulfil all Safeguarding requirements in line with school policy.
5. Fulfil duty of care in line with school Health and Safety policy.

The above responsibilities and expectations are neither exclusive nor exhaustive and the HLTA may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the individual.

The HLTA reports to:

Qualified Class Teacher

Postholder: _____

Date: _____

Headteacher: _____

Date: _____