

**Goose Green Primary School**

**Higher Level Teaching Assistant**

**Job Description**

Job title: Higher Level Teaching Assistant (HLTA)

Grade: Hay Scale Grade 5, scale points 16-23

Pay: £17,482 - £20,686 Pro Rata – Term time only; (£20,907 - £24,738 FT equivalent)

Reporting to: Year group teachers, Phase Leader

**The Role**

The Higher Level Teaching Assistant works under the guidance of the teachers in their year group and is responsible for a range of learning opportunities for targeted children across that year. Their main focus is to support children in their learning, by providing support during lesson time inside the classroom and by delivering interventions for groups of children which will impact on what goes on in class. They also provide an additional layer of support for the teachers in the year group, being able to provide first day cover when a teacher is sick, or if there is a planned absence for training (or other) purposes. They also assist the teacher in the planning and delivery of lessons and in the management and preparation of resources.

**Responsibilities**

Higher Level Teaching Assistants are expected to:

1. work with the class teachers to establish a good learning environment.
2. establish positive relationships with children, set high expectations and act as a role model in order to promote good learning behaviours in and out of the classroom.
3. be directed by the class teacher to support in lesson planning, monitoring and evaluating children’s work (including through marking and feedback), keeping and updating records, and providing evidence for assessment purposes.
4. plan and deliver targeted, time-limited interventions for groups of children identified by the class teacher.
5. review and evaluate the impact of the interventions, track progress of the children in the group(s) and liaise with the teacher to decide which children should continue to be provided with additional support and those who might not need to continue with a particular intervention.
6. maintain accurate records of the work undertaken with individual, and groups of, children and regularly report to the teachers on the progress made.
7. provide cover for teachers in their absence on a short-term basis, for reasons such as sickness or a planned absence for training (or other) purposes.
8. provide relevant feedback to staff, parents and external professionals.
9. promote and adhere to the school’s behaviour policy.
10. undertake any further reasonable duties as directed by the Head Teacher.

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| **HIGHER LEVEL TEACHING ASSISTANT CANDIDATE SPECIFICATION** |

**Ideally, you will be a graduate with ambition to train as a teacher. Alternatively, you may currently be completing a degree with a view to training as a teacher in the future.**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * NVQ Level 3 for Teaching Assistants or equivalent qualification * GCSE grade A-C in English Language and Maths | * Training in relevant teaching strategies such as phonics * Paediatric First Aid Training * Evidence of recent professional development |
| **Experience** | * Experience in working in an education setting * General understanding of the national curriculum * Have knowledge of how children learn and how to motivate them * Awareness of procedures in relation to child protection, health and safety, confidentiality, and data protection * Ability to utilise strategies to support pupils in achieving learning goals | * Experience of caring for children in the specified age range * Experience of working with children who have a wide variety of educational needs * To have led intervention groups to support learning such as Write Dance, Talking Tables, Dough Disco etc |
| **Professional Attributes** | * Excellent communication skills * Ability to use ICT to support learning * Ability to work as part of, and contribute to, the class, year group and wider school team | * Assist with the development and implementation of Educational Health Care Plans or group targets |
| **Personal Qualities** | * Be a positive role model and respected representative of the school at all times * Ability to build good relationships with pupils and colleagues * Good organisational skills * Be motivated and enthusiastic |  |

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| **ADDITIONAL INFORMATION** |

This job candidate specification is subject to periodic review.

Any offer of employment with the school is subject to two satisfactory references, medical clearance, an enhanced disclosure from the Disclosure and Barring Services (DBS), evidence of eligibility to work in the UK and evidence of qualifications where necessary. All of the above checks must have been completed **before** the start of employment.

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