

# EYFS HLTA Job Description

## Higher Level Teaching Assistant (Level 4)



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<b>Job title:</b>	Higher Level Teaching Assistant	<b>Ealing GLPC Grade:</b>	Scale 7
<b>School:</b>	Horsenden Primary School	<b>Post No:</b>	
<b>Line manager:</b>	EYFS Phase Leader, Class Teachers		
<b>Supervisory responsibility:</b>	As directed to supervise and train other teaching assistants as required		
<b>Hours:</b>	32.5 hours per week, 39 weeks – term time (One year fixed term contract)		

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### Main purposes of the job

#### Working under the direction and within an agreed system of supervision from a qualified teacher.

- To work efficiently under the guidance of the class teacher and phase leader in the planning and implementation of high quality learning experiences.
- To be an excellent practitioner who can support and model high quality learning through informed, effective and inclusive activities.
- To deliver high quality, effective interventions for individual pupils or small groups and be accountable for the progress of pupils in these groups.
- During the short term absence of the class teacher, supervise the whole class and deliver pre-prepared activities or lessons.
- To promote, support and facilitate the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- To provide general support to the class teachers in the management and organisation of the pupils and the classroom, including creating and maintaining a purposeful, engaging, orderly and supportive learning environment.
- To promote a nurturing, inclusive and safe environment in line with Horsenden's values and ethos be responsible for promoting and safeguarding the welfare, development and wellbeing of children and young people within the school.

### Main responsibilities and tasks

#### Supporting Children's Learning and Development

1. Act as a key worker for a group of children, supporting their learning journey and personal, social and emotional development
2. Deliver high-quality learning activities to individuals, small groups and whole class (under teacher direction)
3. Support children's personal, social and emotional development, promoting independence and self-regulation
4. Observe and assess children's learning to inform next steps and contribute to EYFS profiles
5. Lead small group sessions focused on early language, phonics, early maths and physical development
6. Be confident in delivering teacher-planned sessions and whole class lessons to pupils in EYFS, and, where required, across the primary school.
7. Promote inclusive practices, adapting provision for children with additional needs or SEND, including those with EHCPs.
8. Use behaviour strategies in line with the school's therapeutic and restorative approach

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### Planning, Assessment and Teaching Support

9. Support the planning and preparation of learning activities, using EYFS Development Matters as a guide
10. Contribute to the assessment of children's progress, including contributing to learning journals and target setting
11. Provide clear feedback to children and colleagues on learning outcomes
12. Set up and maintain stimulating indoor and outdoor continuous provision, with a strong focus on early language and gross motor development
13. Enhance the physical environment through high-quality displays and creative use of resources

### Safeguarding and Pastoral Support

14. Maintain up-to-date knowledge of safeguarding procedures and report any concerns appropriately
15. Build strong, positive relationships with children and families
16. Promote wellbeing and emotional security through warm, responsive interactions and routines
17. Supervise lunchtime and transitions as required, ensuring consistency and care

### Working with Others

18. Work collaboratively with the class teacher and wider school team
19. Liaise with external professionals (e.g., speech and language therapists) under teacher direction
20. Support with the induction of new staff or volunteers
21. Contribute to a reflective team culture focused on continuous improvement
22. Support children with EHCPs or other SEND needs through personalised strategies and interventions
23. Communicate with parents and carers about their children's achievements, routines and wellbeing, as directed by the class teacher

### School and Professional Contribution

24. Model the school values in all interactions
25. Participate in relevant training and staff development
26. Lead or assist with out-of-class learning opportunities (e.g. Forest School, local visits)
27. Take part in key events (e.g., parent workshops, Nursery induction sessions)
28. Attend meetings with colleagues to provide direction to teaching and learning, progress of individuals and feedback about interventions

### Additional Duties

29. Carry out other reasonable tasks as required by the Headteacher to support the smooth running of the school
30. Follow school policies, including those related to equality, health and safety, confidentiality and data protection

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### Signatures – line manager and job holder

Signature of Manager:

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Date:

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Signature of post holder:

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Date:

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