



**JOB DESCRIPTION & PERSON SPECIFICATION**  
**Higher Level Teaching Assistant (HLTA)**

**BOW SCHOOL**

**44 TWELVETREES CRESCENT, BOW, LONDON, E3 3QW**

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# PERSON SPECIFICATION

| Attributes                            | Criteria                                                                                                                                                                                          |
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| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>A minimum of two years' experience of successfully working with children in an education setting</li> </ul>                                                |
|                                       | <ul style="list-style-type: none"> <li>Experience of planning and leading teaching and learning activities (under supervision) to small groups or whole classes</li> </ul>                        |
| <b>Education and Training</b>         | <ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> </ul>                                                |
|                                       | <ul style="list-style-type: none"> <li>HLTA qualification or willingness to complete the HLTA Training Course</li> </ul>                                                                          |
|                                       | <ul style="list-style-type: none"> <li>Recent and relevant in service training</li> </ul>                                                                                                         |
| <b>Special Knowledge &amp; Skills</b> | <ul style="list-style-type: none"> <li>Good literacy, numeracy and ICT skills</li> </ul>                                                                                                          |
|                                       | <ul style="list-style-type: none"> <li>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>                                   |
|                                       | <ul style="list-style-type: none"> <li>Knowledge of how to successfully lead learning activities for a group or class of children</li> </ul>                                                      |
|                                       | <ul style="list-style-type: none"> <li>Subject and curriculum knowledge relevant to the role</li> </ul>                                                                                           |
|                                       | <ul style="list-style-type: none"> <li>Experience of working closely with parents in successful home-school partnerships that support pupils' needs</li> </ul>                                    |
|                                       | <ul style="list-style-type: none"> <li>Understanding of behaviour management strategies</li> </ul>                                                                                                |
|                                       | <ul style="list-style-type: none"> <li>Able to work closely with the wider school community in the development of provision for pupils with SEND</li> </ul>                                       |
|                                       | <ul style="list-style-type: none"> <li>Knowledge and understanding of how an equalities and diversity policy can operate in a school as well as issues relating to equal opportunities</li> </ul> |
| <b>Personal Qualities</b>             | <ul style="list-style-type: none"> <li>Enjoyment of working with children</li> </ul>                                                                                                              |
|                                       | <ul style="list-style-type: none"> <li>Strong interpersonal, written and communication skills</li> </ul>                                                                                          |
|                                       | <ul style="list-style-type: none"> <li>Energy, enthusiasm, flexibility and resilience</li> </ul>                                                                                                  |
|                                       | <ul style="list-style-type: none"> <li>Commitment to maintaining confidentiality at all times</li> </ul>                                                                                          |
|                                       | <ul style="list-style-type: none"> <li>Commitment to safeguarding pupil's wellbeing and equality</li> </ul>                                                                                       |
|                                       | <ul style="list-style-type: none"> <li>Capacity to inspire, motivate and challenge children and young people</li> </ul>                                                                           |

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF OUR STUDENTS. THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

## JOB DESCRIPTION

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| <b>Post Title:</b>  | Higher Level Teaching Assistant (HLTA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose:</b>     | <p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals or groups or whole classes.</p> <p>To monitor, assess, record and report on pupil's achievement, progress and development.</p> <p>To encourage pupils to become independent learners to provide support for their welfare and to support the inclusion of pupils in all aspects of school life.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Main Duties:</b> | <ul style="list-style-type: none"> <li>Assess the needs of students and use knowledge and specialist skills to support pupil's learning</li> <li>Ability to plan, deliver and evaluate a lesson from departmental schemes of work</li> <li>Plan, prepare and deliver learning to individuals, small groups and or classes, modifying and adapting activities to advance pupil's learning as necessary within agreed systems of supervision</li> <li>To support, plan and deliver a well thought out effective intervention curriculum for students</li> <li>Assess, record and report on students' development, progress and attainment</li> <li>Encourage pupils to take a responsible and conscientious attitude to their own work and study.</li> <li>Liaise with staff and other professionals and provide information as appropriate</li> <li>To chair and contribute towards Annual Reviews for children with EHC Plans</li> <li>To provide specialist support to students in a relation to a key area such as a curriculum area or support according to one of the four broad areas of need</li> <li>Contributing to the development of individual plans and pupil profiles through the identification of appropriate targets, teaching strategies and resources.</li> <li>Provide pastoral care to pupils for example as form tutor</li> <li>Support the role of parents or carers in pupils' learning</li> <li>Set cover work in the event of their absence that continues to assist the children in progressing.</li> <li>Assist with the supervision of pupils outside of lesson times, including before and after school and at lunch times</li> <li>Manage other teaching assistants including allocation and monitoring of work, performance management and training</li> <li>Have a key role in the induction, support, supervision and development of other teaching assistants</li> <li>To undertake relevant and appropriate training during contracted hours, as identified by the line manager and appraisal system.</li> <li>Take responsibility for pupils on visits, trips and out of school activities as required</li> <li>Contribute to the development of school's policy and procedures</li> <li>Willingness to become First Aid trained</li> </ul> <p><b>Physical, Mental and Emotional Demands</b></p> <ul style="list-style-type: none"> <li>Ability to work under pressure and respond flexibly to changing</li> </ul> |

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|                         | <p>situations.</p> <ul style="list-style-type: none"> <li>• Ability to remain calm in response to challenging behaviour.</li> <li>• Ability to deal effectively with people facing emotionally challenging situations.</li> <li>• To promote the Safeguarding and welfare of children and young people.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• A willingness to participate in identified training.</li> <li>• Highly motivated and well organised.</li> <li>• Ability to use own initiative and work independently.</li> <li>• A willingness to develop innovative working practices.</li> <li>• Adherence to evidence-based practice.</li> <li>• Be welcoming, professional, polite and courteous to colleagues, partners and all stakeholders.</li> <li>• Make phone calls/ Zoom meetings or meet with stakeholders as and when directed or required.</li> <li>• Attend parents' evenings for relevant children.</li> </ul> |
| <b>Reporting to:</b>    | SENCO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Responsible for:</b> | Allocated Teaching Assistants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Liaising with:</b>   | Deputy Headteacher, AHT Inclusion, SENCO, Subject Leaders, Class Teachers, Heads of Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Salary Grade:</b>    | Scale 5 or 6, depending on qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

The postholder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This 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. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.