

School / Leeds City Council Job Description

School

Collingham LEH CofE Primary School

Post Title

Higher Level Teaching Assistant

GRADE

SO1

JE Ref : AUT26**Post(s) to which directly responsible**

Immediate line manager

Post(s) for which directly responsible

Teaching Assistants

Purpose of job

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and / management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Responsibilities

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To develop and implement IEPs.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to pupils in relation to progress and achievement.
- To organise and manage appropriate learning environment and resources.
- To within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment

and monitoring strategies against pre-determined learning objectives.

- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- To work within an established discipline policy to anticipate and manage
 - behaviour constructively, promoting self-control and independence.
- To supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigorate exams/tests
 - Production of lesson plans, worksheet, plans etc.
- To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- To deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To advise on appropriate deployment and use of specialist aid/resources/equipment.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To take the initiative as appropriate to develop appropriate multi-agency approach to supporting pupils.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To deliver out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

- To manage other teaching assistants.
- To liaise between managers/teaching staff and teaching assistants.
- To hold regular team meetings with managed staff.
- To represent teaching assistants at teaching staff/management/other appropriate meetings.
- To undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at ****

*** has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade: S01

Annual Leave:

Term time only working (plus 0 days)

Hours: hours per week as per contract

Conditions of Service: NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Job Description Prepared / Reviewed by:	Nicola Azimikorf	Date:	08/09/2026
Job Description Approved by:	Paul Cook	Date:	08/09/2026

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Can use ICT effectively to support learning	*		
Ability to organise, lead and motivate a team	*		
Ability to relate well to children and adults	*		
Constantly improve own practice/ knowledge through self-evaluation and learning from others		*	

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Understanding of statutory frameworks relating to teaching	*		
Experience working with children of relevant age in a learning environment.	*		
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	*		
Good understanding of child development and learning processes	*		
Full working knowledge of relevant policies/codes of practice/legislation	*		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	*		
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	*		
Training in relevant learning strategies e.g. literacy	*		
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT		*	

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		
Experience of working as part of a team		*	
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
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Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate