



Higher Level Teaching Assistant (HLTA) Job Description

General Purpose of Job:

The Higher-Level Teaching Assistant (HLTA) will:

- Take responsibility for classroom assistance working with class teachers in order to help promote effective teaching and learning for pupils.
- Support and supervise pupils throughout the school day whilst promoting pupil's independence self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Provide cover for classes in teacher absence.

Key Accountabilities

- Support the teacher
- Support for pupils
- Assessment, Monitoring and Evaluation
- Administration and Management of Resources

Duties and Responsibilities:

1. Support the Teacher

- Assist the teacher in the preparation of differentiated lessons and gain familiarity with the work to be covered, design appropriate teaching aides, prepare materials and the classroom to ensure an effective learning environment.
- To cover and lead class teaching as and when required.
- Direct the work, where relevant, of other adults in supporting learning.
- Create learning materials as agreed with the teacher to ensure maximum access to the lesson material for pupils.
- Provide group and/or individual activities, planned by the teacher, working alongside the teacher according to the published timetable and for specific programmes of support to achieve learning objectives.
- Reinforce and support all aspects of behavioural, social and emotional learning.
- Participate in regular feedback between pupil and teacher.
- Attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school.

2. Support and Management of Pupils

- Support all pupils in their planned work in all curriculum areas, both in small group situations and individually, clarifying and explaining instructions as required to enable them to complete the work to their full ability.
- Work with pupils and assist with their specific areas of learning difficulty in order to encourage independence, maintain personal confidence and enable full potential to be reached.
- Support and assist pupils advising them on strategies to deal with problems they encounter, seek appropriate professional help when necessary, referring to appropriate teaching staff for advice.
- Build positive relationships with pupils and provide an exemplary role model to encourage them to develop good social skills and become as independent as possible.
- Liaise with teachers, external professional colleagues and parents creating an effective team sharing knowledge and information to develop knowledge and understanding of the specific needs of the pupil.
- Liaise effectively with parents/ carers.

3. Assessment, Monitoring and Evaluation

- Assist the teacher in keeping a record of events and progress, bringing issues of concern to the class teacher to ensure full pupil data is available to inform assessment and future planning.
- Assist in keeping records of pupil progress and report achievement in line with school policy.

4. Administration and Management of Resources

- Support the induction and training of new Teaching Partners (Assistants), providing a role model and mentoring to enable good quality training to take place.
- Keep records and manage resources for allocated intervention groups

5. Other

- Undertake break-time duties and responsibilities.
- Keep records and carry out procedures to satisfy school policies.
- Supervise pupils at lunchtimes as required.
- Take part in educational visits.
- Contribute individual skills in practical, sporting and creative activities.
- Take responsibility for own training and development, attending training courses as appropriate.
- Undertake and other activities reasonably expected on a Higher Level Teaching Assistant.