

Job Description

Title of post	Higher Level Teaching Assistant (HLTA)
Salary	<i>Grade G, SCP 13 – 18</i>
Hours of work	<i>35 hours per week, term time only plus 1 day</i>
Line manager and responsible for reviews	<i>Senior Leadership Team</i>

Purpose of the Post

The purpose of the High-Level Teaching Assistant (HLTA) role is to complement, support, and enhance the work of teachers and other professionals by facilitating access to learning through planned programmes and activities. This includes taking responsibility for agreed learning activities under supervision, which may involve planning, preparing, and delivering lessons for individuals, groups, or whole classes, particularly during teacher absence (e.g., PPA time or short-term cover). The role also involves monitoring, assessing, recording, and reporting on pupils' progress and achievements, as well as contributing to the planning cycle and managing tasks and resources to support learning both inside and outside the classroom.

Key Responsibilities

- Work within the NSAT Conditions of Service and Code of Conduct.
- Support and promote the ethos, policies, and development plan of the school/Trust while adhering to all relevant working practices and regulations
- Actively engage in the performance management processes within the school/Trust, seeking feedback and using it to improve performance both within and beyond formal development opportunities.
- Actively pursue personal professional development by engaging in training, meetings, and networks, consistently seeking opportunities to improve service delivery, knowledge, and practice in the role.
- Undertake whatever other duties might reasonably be requested by the Senior Leadership Team or Line Manager subject to appropriate competence and training.

Main Duties and Responsibilities

- Plan, prepare, and deliver lessons or activities in collaboration with teachers, participating fully in the planning cycle, including lesson evaluation and adjustments to improve learning outcomes.
- Take responsibility for teaching whole classes during the teacher's absence, covering PPA time within a pre-determined lesson framework and maintaining high standards of engagement and behaviour.
- Provide tailored support to individuals, small groups, and whole classes, ensuring inclusion and accessibility to the curriculum for all students, including those with specific learning needs or English as an additional language.
- Support teachers with lesson planning and the preparation of differentiated materials that meet the needs of all learners.
- Develop, adapt, and prepare resources for learning activities to meet the diverse needs of students.

- Assess pupils' responses to learning tasks and adapt teaching strategies to meet individual or group needs.
- Provide detailed feedback, both verbal and written, to students and teachers regarding progress, behaviour, and learning outcomes, supporting individual targets.
- Assist in the development and implementation of Education, Health, and Care Plans (EHCPs), Individual Behaviour Plans (IBPs), and Personal Care Programmes.
- Promote self-esteem and independence, setting challenging expectations and providing strategies to encourage positive behaviour and achievement.
- Use specialist skills and knowledge to support the physical, emotional, and intellectual development of students, attending to personal care needs where required.
- Monitor and respond to changes in students' behaviour, identifying and sharing any unexpected changes with the relevant and appropriate staff, while consistently using effective behaviour management strategies in line with school policies and procedures to support the supervision, welfare, and positive conduct of students.
- Recognise and challenge incidents of discrimination, bullying, or harassment, following school policies and procedures.
- Supervise groups and individual students as required, both during lessons and in communal areas such as corridors and playgrounds, as well as outside of lesson times, including before and after school and during lunchtimes, attending to students' personal needs as necessary.
- Monitor, record, and report on student progress, maintaining accurate records and contributing to the assessment and review of student development.
- Assist with the administration of assessments, routine tests, and the marking of students' work as required.
- Organise and maintain a purposeful, supportive learning environment, ensuring resources and equipment are prepared, maintained, and stored appropriately.
- Support the use of ICT in the classroom, developing students' competence and independence in its use.
- Contribute to the planning and organisation of visits, trips, and out-of-school activities, such as outings, social activities, and sporting events, to enhance learning and engagement as required.
- Build positive and productive relationships with students, parents/carers, and external professionals, sharing information as required and providing advice under the teacher's direction.
- Contribute to and lead parent meetings or consultations, offering constructive feedback on student progress and achievement.
- Support the induction, training, and mentoring of Teaching Assistants, trainees, and volunteers, offering guidance and feedback.
- Act as a role model for students, promoting positive values and attitudes.
- Promote, support, and facilitate the inclusion, acceptance, and integration of all students.
- Attend meetings and perform duties as required according to the school calendar, contributing expertise and offering support to others.
- Be aware of and comply with relevant statutory guidance, school/Trust policies and procedures related to safeguarding, child protection, health, safety, security, confidentiality, and data protection. Report all concerns in a timely manner while supporting and promoting the ethos, policies, and development plan of the Academy/Trust.
- Contribute to the overall ethos, work, and aims of the school, supporting the development of systems and procedures within the department and working towards the school's overall aims and objectives.

Safeguarding

- Be aware of and comply with relevant statutory guidance, school/Trust policies and procedures related to safeguarding, child protection, health, safety, security, confidentiality, and data protection. Report all concerns in a timely manner while supporting and promoting the ethos, policies, and development plan of the Academy/Trust.
- Contribute to the overall ethos, work, and aims of the school, supporting the development of systems and procedures within the department and working towards the school's overall aims and objectives.

Health & Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.
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Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the **Advanced Threshold Level** and they should demonstrate that they can express themselves fluently and spontaneously at length effortlessly; explain difficult concepts simply without hindering the natural smooth flow of language and take responsibility for promoting high standards of literacy, articulation and the correct use of standard English in School.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.