



Higher Level Teaching Assistant - Job Specification

Specific Duties and Responsibilities:

- To contribute to the planning, delivery and evaluation of whole class learning activities, including delivering lessons to the whole class without a teacher being present and feeding back on pupil engagement and achievement.
- To contribute to the planning, delivery and evaluation of learning activities for groups and individual pupils, planning your own role and providing feedback on pupil engagement and achievement.
- To devise, organise and manage clearly structured learning activities for individuals, groups and whole classes, that interest and motivate pupils and advance their learning, monitoring responses and modifying your approach accordingly.
- To organise and manage learning activities in ways which keep learners safe.
- To promote and support the development of pupil's self-reliance, self-esteem and emotional resilience.
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
- To support the physical, intellectual, emotional and social development of pupils, contributing to planning and facilitating children and young people's learning and development.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and directing the work, where relevant, of other adults in supporting teaching and learning.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support your professional activities and to advance pupils' learning.
- To contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities.
- Having regard to equality of opportunity, to provide care and encouragement to all pupils, planning for and supporting their participation in structured and unstructured activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To assist with the maintenance and analysis of pupil record keeping systems, including recording agreed updates to individual records.



- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To supervise and advance the learning of a whole class, in the absence of the Teacher, ensuring that the pupils are engaged in work as set by the Teacher, and ensuring that pupils are engaged in appropriate learning activities and managing any behaviour issues that may arise in accordance with school policy

Where appropriate take responsibility for the day to day management of other Teaching Assistants and Learning Support Assistants in order to develop their working practices, support them in identifying their own learning needs and help provide opportunities to address these needs as appropriate.

- To support and motivate volunteers, including briefing them on their responsibilities, giving them feedback on their work, and assisting them to resolve any problems that may arise.
- To contribute to the development and review of policies and practices relevant to classroom support staff.
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To organise cover for absent colleagues (teachers or support staff), for planned and unplanned absences.
- To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To support, as appropriate, in instances where pupils are unwell whilst at the school.* *
- To provide toileting support to pupils as necessary.

* * First aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment ** these duties only to be undertaken after appropriate risk assessment and training have been provided.