



## **JOB DESCRIPTION**

**Job Title:** Higher Level Teaching Assistant  
**Grade:** SO1 SCP 23-25  
**Reporting to:** Principal or Line Manager nominated by Principal  
**Responsible for:** Teaching Assistants

### **Job Purpose**

Under the direction of the Teacher, enhance teaching and learning by taking responsibility for agreed learning activities under a defined system of supervision. This includes planning, preparing, and delivering lessons for individuals, groups, or, when required, whole classes (e.g., Planning, Preparation and Assessment [PPA] cover). The role also involves monitoring, assessing, and reporting on pupil progress and achievement. The postholder may also lead on a specialist area within the academy and/or manage other Teaching Assistants, including allocating tasks, training, and appraisal.

### **Key Responsibilities**

#### **Working with Pupils**

- Identify and assess pupil needs, applying specialist knowledge and strategies to maximise learning.
- Build positive, productive relationships, modelling high standards of behaviour and achievement.
- Design and implement Individual Support Plans (ISPs).
- Champion inclusion, ensuring every pupil is valued and engaged.
- Provide consistent guidance tailored to individual needs.
- Encourage collaboration, participation, and independence.
- Deliver constructive feedback on progress and achievement.
- Contribute to the wider life of the academy through involvement in activities and events.

#### **Working with Teachers**

- Plan and deliver learning objectives within agreed supervision systems, adapting activities as needed.
- Prepare and manage effective learning environments and resources.
- Monitor and evaluate pupil progress using a range of assessment methods.
- Provide accurate reporting on achievement, progress, and behaviour.
- Maintain systematic records and evidence of pupil attainment.
- Promote positive behaviour and self-discipline in line with school policy.
- Engage with parents and carers, attending meetings and offering constructive feedback.
- Prepare and assess tests, including invigilation.
- Produce lesson resources such as plans, worksheets, and teaching materials.

#### **Curriculum Delivery**

- Lead learning activities, adapting approaches to meet diverse needs.
- Implement national and local strategies (e.g., literacy, numeracy, early years).
- Use digital tools effectively to enhance learning and develop pupil independence.
- Select and prepare resources that reflect pupil interests, abilities, and cultural backgrounds.
- Advise colleagues on the effective use of specialist resources or equipment.

#### **Contribution to the Academy**

- Follow and contribute to policies on safeguarding, health and safety, confidentiality, and data protection.
- Promote equality, diversity, and inclusion, ensuring equitable access to opportunities.

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- Establish constructive relationships with colleagues, agencies, and professionals to improve outcomes.
- Lead collaborative and multi-agency approaches where required.
- Share specialist expertise to guide and develop others.
- Plan and deliver enrichment or out-of-school activities that extend classroom learning.

## Leadership and Management (where applicable)

- Direct and coordinate the work of other Teaching Assistants.
  - Act as a link between teachers, leaders, and support staff.
  - Chair regular team meetings and represent Teaching Assistants in wider forums.
- Contribute to the recruitment, induction, training, and appraisal processes for Teaching Assistants, under the guidance of the class teacher.

## Other Duties

Carry out any other responsibilities appropriate to the role, as directed by the Principal.

## Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

## PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
A minimum of five GCSEs (or equivalent), including English and Mathematics at Grade 4 (C) or above.	E
Level 4 Higher Level Teaching Assistant status (or willingness to work towards).	E
Level 2 Numeracy/ Literacy (or willingness to work towards).	E
Knowledge and Skills	E/D
A clear understanding of the National Curriculum and relevant learning strategies (e.g., literacy, numeracy, early years).	E
Knowledge of safeguarding, child protection, and equal opportunities legislation.	E
Understanding of behaviour management strategies and positive discipline.	E
Awareness of how to adapt teaching resources and strategies to meet diverse pupil needs.	E
Ability to plan, deliver, and evaluate learning activities to meet defined objectives.	E

Strong classroom management and the ability to motivate and inspire pupils.	E
Ability to use assessment data to inform planning and track progress.	E
Excellent communication skills, both written and verbal, with pupils, parents, and colleagues.	E
Competent in the use of ICT to enhance learning and administration.	E
Ability to work independently as well as part of a team.	E
Ability to lead, mentor, and develop other staff where required.	E
Knowledge of specialist areas such as SEND, EAL, or ICT in learning.	D
Awareness of current educational initiatives and priorities.	D
Ability to contribute to whole-school initiatives and extracurricular activities.	D
<b>Experience</b>	<b>E/D</b>
Experience of working with children in an educational setting.	E
Experience of planning and delivering learning activities under supervision.	E
Experience of monitoring, assessing, recording, and reporting pupil progress.	E
Experience of working collaboratively with teachers, parents, and external professionals.	E
Experience of covering whole classes (e.g., PPA, short-term absence).	D
Experience of leading or managing a team of Teaching Assistants.	D
Experience in supporting children with additional or complex needs.	D
<b>Personal Qualities</b>	<b>E/D</b>
A commitment to safeguarding and promoting the welfare of children.	E
High expectations of self and others.	E
Resilience, flexibility, and adaptability.	E
Enthusiasm and a positive, solution-focused mindset.	E
Ability to reflect, learn, and improve through professional development.	E
<b>Experience in supporting children with additional or complex needs.</b>	<b>E/D</b>
Evidence of commitment to Continuing Professional Development	E
<b>Other Conditions</b>	<b>E/D</b>
Enhanced DBS Clearance	E

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

Oct 2025