



Job Description

Blenheim Primary School

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| Job Title: | Higher Level Teaching Assistant (HLTA) |
| Pay scale: | HLTA |
| Location: | Blenheim Primary School |
| Responsible to: | Deputy Headteacher |
| | No line management responsibilities |
| Purpose: | <ul style="list-style-type: none"> ■ To lead work with whole classes of pupils, supporting them to make progress towards their next steps and/or individual learning/development goals. ■ To lead work with individuals and small groups, supporting them to make progress towards their next steps and/or individual learning/development goals. ■ To work in partnership with teachers and other professionals to support pupils' learning and development. ■ To work collaboratively with colleagues and assist teachers in the planning cycle and preparation and development of resources for learning activities. ■ To implement agreed programmes with individuals/groups, in or out of the classroom. ■ To safeguard and promote the welfare of all pupils and young people, and follow school policies and the staff code of conduct. |
| Job context: | This role will involve working alongside the teaching staff across different year groups in order to meet the core purpose. |

Key areas of responsibility

Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning and evaluation.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.
- Contribute to the planning of opportunities for pupils to learn in and out of school contexts in line with school policies and procedures.

Teaching & learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Understand and work within the school's curriculum documents and teaching and learning policy, identifying clear learning objectives for each lesson.
- Set high expectations for learning and behaviour which inspire, motivate and challenge pupils to achieve their best and live the school's core values
- Provide constructive feedback to pupils in line with school policies and procedures, including verbal feedback within lessons and written feedback through marking work when appropriate.
- Evaluate pupils' progress and adapt lessons when appropriate to ensure that all pupils are supported and challenged, including those with specific needs.
- Promote good progress and outcomes by pupils.
- Participate in arrangements for preparing pupils for external tests.
- Use behaviour management strategies, in line with the school's policies and procedures, to contribute to a purposeful learning environment.
- Assist in maintaining good discipline of pupils throughout the school, including supervision of pupils during break time, lunch time and school trips.
- Organise and safely manage the learning environment and resources.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support parents with pupils' learning, contributing to and/or leading meetings with parents to provide constructive feedback

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| | on pupils' progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times. |
| Continuous Professional Development (CPD) | <ul style="list-style-type: none"> ■ Take part in the school's appraisal procedures. ■ Take part in further training and development activities, including staff meetings and school improvement work (where relevant). |
| Communication & collaboration | <p>Communicate effectively with pupils, parents/carers and staff.</p> <ul style="list-style-type: none"> ■ Collaborate and work with colleagues and other relevant professionals within and beyond the school. ■ Develop effective professional relationships with colleagues. ■ Make a positive contribution to the wider life and ethos of the school, including running an after school club. |
| General responsibilities | <p>All employees are expected to:</p> <ul style="list-style-type: none"> ■ undertake any training commensurate with the post; ■ show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others; and ■ support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.</p> <p>This job description does not form part of the contract of employment.</p> |

**Post Holder
Signature:**

Date:

Person Specification

| Attributes | Essential | Desirable | Evidence |
|--|---|---|----------|
| Qualifications | <p>Level 3 Teaching Assistant qualification</p> <p>HLTA qualification</p> | | |
| Professional Experience and Knowledge | <p>Experience of leading whole-class learning with no teacher present</p> | <p>Experience of working with children with a range of SEN.</p> <p>Understanding of SEN and the Code of Practice.</p> | |
| Personal aptitude, qualities and skills | | <p>Ability to work collaboratively</p> <p>Ability to be responsive to pupil needs.</p> | |