

Higher Level Teaching Assistant Job Description

Post: HLTA

Responsible To: Headteacher

Pay Range: Grade 4

1. Job Purpose

An experienced classroom practitioner who will plan, deliver and evaluate high-quality learning activities under the direction of teachers and senior leaders. The HLTA will extend and consolidate pupil learning across the age and ability range, lead small groups and, where appropriate, cover whole-class teaching. The postholder will actively promote the school's vision in their practice, and contribute to strong outcomes under the OFSTED framework areas of Curriculum & Teaching, Inclusion, Behaviour & Attendance, Personal Development and Safeguarding.

2. Ethos

- a. It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for updates.
- b. Actively contribute to and promote the overall ethos / work aims of the School and the wider partnership
- c. Participate in training and other learning activities and performance development as required.
- d. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- e. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- f. Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- g. Undertake any other reasonable tasks and responsibilities as requested by the Senior Leadership Team which fall within the scope of the post

3. Specific Responsibilities

Teaching and learning

- Plan, prepare and deliver structured learning activities for individuals, small groups and whole classes (under the direction and, where required, supervision of a teacher).
- Use subject expertise to contribute to curriculum planning and adapt materials so pupils access the intended curriculum.
- Lead targeted intervention sessions to accelerate progress for pupils (including SEND, disadvantaged and EAL learners).
- Support assessment by recording, monitoring and reporting pupil progress; use this information to shape subsequent support.
- Provide high-quality feedback to pupils in line with school policy.
- Behaviour, inclusion and pastoral support.

- Apply consistent behaviour management strategies that maintain a safe, orderly and inclusive learning environment.
- Promote pupil wellbeing and support vulnerable pupils; respond to pastoral needs and liaise with teachers, SENCo and DSL as required.
- Support effective inclusion by adapting activities for pupils with SEND and medical needs in line with EHCPs and the school's graduated approach.

Leadership and collaboration

- Direct and supervise the work of other support staff and volunteers when required.
- Contribute to team planning meetings, parental meetings and multi-disciplinary discussions, providing clear, evidence-based feedback on pupil progress.
- Work collaboratively with class teachers, subject leads, SENCo and external professionals to secure coherent provision.

Planning, assessment and record-keeping

- Read and use lesson plans and schemes of work; plan your role in agreed activities and prepare resources.
- Maintain accurate records of interventions, progress and attendance for pupils you work with.
- Contribute to statutory and school-based assessments and compilation of reports.

Cover and supervision

- Provide planned and emergency cover for teachers, delivering lessons and ensuring continuity of learning.
- Supervise pupils safely during break/lunchtimes and on visits as required.

Professional responsibilities

- Maintain and develop professional knowledge and practice through CPD and appraisal processes.
- Demonstrate the professional values and behaviours expected of HLTAs (high expectations, respectful relationships, reflective practice).
- Participate in school improvement activity as required by senior leaders.

Safeguarding, health & safety

- Promote and safeguard the welfare of pupils in line with Keeping Children Safe in Education (KCSIE) and Trust/school safeguarding policy.
- Report concerns promptly to the Designated Safeguarding Lead.
- Work within school procedures for first aid, medication and behaviour

4. Data Protection

- a. The postholder must comply with the Data Protection Act 1998 and the General Data Protection regulations 2016. In order to do this the postholder agrees to:
 - i. Read, understand and follow the school policies regarding data protection
 - ii. Ensure all personal information (staff, pupil or parent) held by the postholder is
 1. Required for the role (if it is not it must not be held)
 2. Used for authorised purposes
 3. When the information is no longer required, deleting (if in electronic form), shredding (if in paper form) or passing on to an appropriate agency (e.g. a new school) as agreed by the policies
 4. Stored confidentially by ensuring
 - a. if the document is in paper form that the number of copies is known, only provided to those individuals authorised to see the

information, and destroyed when no longer used

- b. If the document is in electronic form and stored on a computer that this information can only be accessed by authorised personnel by using password protected login and/or the document is password protected. These passwords must remain confidential to authorised personnel only
 - c. If the document is in electronic form and stored on a memory stick (or other portable storage device) that the memory device is encrypted and/or the document is password protected. These passwords must remain confidential to authorised personnel only
- iii. Ensure that data information which the postholder is not authorised to view will not be accessed or attempt to be accessed