

LAINESMEAD PRIMARY SCHOOL AND NURSERY

HIGHER LEVEL TEACHING ASSISTANT (HLTA)

JOB DESCRIPTION

Lainesmead Primary School and Nursery is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

At Lainesmead, our vision — *Strive, Achieve, Excel: Believe in a Limitless Future* — and our core values of Respect, Resilience, Responsibility, Cooperation, Compassion and Curiosity underpin everything we do.

Job details Reporting to: Headteacher

Main purpose

There are three HLTAs at Lainesmead who provide whole-school cover across EYFS to Year 6 under the direction of the Deputy Headteacher.

The Higher-Level Teaching Assistant (HLTA) will:

- Provide high-quality teaching and learning support across the school.
- Deliver whole-class cover during teacher absence, release or PPA.
- Support pupils' learning, progress, behaviour and wellbeing in all areas of school life.
- Contribute to the planning, assessment and delivery of high-quality learning experiences.
- Promote the ethos and values of Lainesmead Primary School and Nursery — *Strive, Achieve, Excel*.

Qualities

The HLTA will:

- Uphold public trust in education and maintain high standards of ethics, behaviour and professional conduct.
- Build positive, respectful relationships with pupils, staff and the wider school community.

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Resilience	Cooperation	Compassion	Responsibility	Respect	Curiosity
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- Demonstrate flexibility, resilience and professionalism in all aspects of the role.
- Serve in the best interests of pupils and act as a positive role model for others.

Teaching and Learning

Under the direction of the Deputy Headteacher and class teachers, the HLTA will:

- Deliver pre-planned lessons and provide effective class cover across all year groups.
- Adapt teaching materials and approaches where needed to meet the needs of all learners.
- Use effective behaviour management strategies in line with the school's policy.
- Create a positive and engaging learning environment.
- Mark pupils' work and provide brief feedback to teachers to ensure continuity of learning.
- Use ICT effectively to enhance teaching and learning.
- When not assigned to cover, provide support to classes, small groups or individual pupils.

Planning, Assessment and Curriculum Support

The HLTA will:

- Use allocated PPA time to plan and prepare for cover responsibilities.
- Contribute to assessment by monitoring pupil progress and maintaining records of achievement.
- Provide feedback on pupils' learning and behaviour to class teachers.
- Support inclusion and access for all pupils, including those with additional needs.

Professional Role within the Teaching Team

The HLTA is an integral member of the teaching team and will:

- Attend and participate in all Professional Development Meetings (PDMs) and INSET days as part of contracted hours.
- Contribute actively to professional discussions and school improvement activities.
- Share ideas, strategies and good practice with colleagues.
- Receive planning, preparation and assessment (PPA) time in line with teaching staff.
- Uphold and model the school's values in all aspects of work.

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Collaboration and Communication

The HLTA will:

- Work collaboratively with teachers, support staff and leaders across the school.
- Communicate effectively with pupils, colleagues, parents and external professionals.
- Contribute to meetings and discussions regarding pupils' progress and provision.
- Support, and where appropriate, direct the work of other adults in the classroom.

Safeguarding, Wellbeing and Conduct

The HLTA will:

- Promote the safety and welfare of all pupils in line with *Keeping Children Safe in Education* and school policy.
- Maintain confidentiality and professional boundaries at all times.
- Model respect, integrity and inclusion in all interactions.
- Support the smooth running of the school day, including occasional lunchtime supervision when required.

Professional Development

The HLTA will:

- Take responsibility for maintaining and developing professional knowledge and understanding.
- Reflect on practice and respond positively to feedback.
- Engage in continuing professional development in line with the HLTA standards.

Special Conditions of Service

- The postholder may occasionally be required to undertake additional duties consistent with the overall purpose of the post.
- The postholder is expected to comply with the school's Equal Opportunities Policy.

Safeguarding Statement

Lainesmead Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to

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satisfactory references, enhanced DBS clearance, and verification of qualifications and right to work in the UK.

Equal Opportunity

The postholder will be expected to carry out all duties in compliance with Equal Opportunities Policies.

Signatures

Signed: _____ Date: _____
(Postholder)

Signed (Headteacher): _____ Date of Review: _____

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