

Job description for the post of: Higher Level Teaching Assistant			
Directorate: Children and Young People		Location: Morecambe Bay CP School	
Establishment or team:	Morecambe Bay Community Primary School	Post number:	06/2026
Grade: 7	Line manager: Pupil Support Manager	Car user:	No
Staff responsibility: No	Number of staff directly supervised: 0	Which business plan covers this post? N/A	
<p>The purpose of this job is:</p> <p>Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes. The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise. To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.</p> <p><i>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</i></p>			
<p>Support for Pupils</p> <ul style="list-style-type: none"> • To assess the needs of pupils and to differentiate curriculum content to support pupils' learning. • To develop and implement pupil's Individual Educational Plans. • To support pupils as part of a planned inclusion programme. • To support pupils and families to overcome barriers to attendance • To develop positive relationships with pupils and staff to assist pupil progress and attainment. • To monitor and evaluate pupil responses to learning activities. • Within an agreed system of supervision, to plan challenging teaching and learning objectives. • To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour. • To undertake classroom administrative tasks. • To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement. • To produce lesson plans and worksheet plans. • To administer pupil work experience where necessary. • To undertake marking of pupils work and record achievement. • To administer/mark tests and invigilate examinations. • To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs. 			
<p>Support for the School</p> <ul style="list-style-type: none"> • To organise and manage a purposeful, orderly and supportive environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement. • To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas. • To support the provision of out of school learning activities within guidelines established by the school. • To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class. • To work within school policies and procedures. • To attend staff training as appropriate. • To take care of their own and other people's health and safety. • To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate. • To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements. 			

- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: Lee Dougan, Headteacher

Date: June 2026

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.