 **Higher Level Teaching Assistant (HLTA) Job Description**

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| **Section** | **Description** |
| **Job Title** | Higher Level Teaching Assistant (HLTA) – PPA Cover |
| **Reports To** | Headteacher, Deputy Headteacher, Inclusion Leader/SENCo |
| **Main Purpose** | To provide Preparation, Planning and Assessment (PPA) cover across all primary school year groups, delivering learning activities and supporting pupils’ progress and wellbeing. |
| **Key Responsibilities** | - Deliver planned lessons during PPA times and short-term teacher absences across all primary year groups. - Plan, prepare, deliver, assess, and adjust learning activities for individuals, groups, and whole classes under teacher direction. - Lead and monitor intervention/support programmes, especially for pupils with SEND. - Promote and safeguard the welfare of children at all times. - Liaise with teaching staff and Inclusion Leaders to track pupil progress and implement strategies. - Use ICT and other resources effectively to support learning. - Promote positive behaviour, independence, and inclusion within a Catholic ethos. - Maintain accurate records of progress, behaviour, and interventions. - Support smooth daily school operations including playground and first aid duties as required. - Contribute positively to the wider school community and ongoing professional development. |
| **Teaching & Cover Duties** | - Cover teacher absence including registration and dismissal duties. - Deliver high-quality PPA cover lessons with clear learning objectives. - Adapt teaching to meet pupils’ diverse needs. - Work flexibly across the whole primary age range. - Collaborate with teachers and support staff for continuity of learning. |
| **SEND & Inclusion** | - Deliver targeted support to pupils with SEND according to EHCPs and IEPs. - Liaise with external agencies as directed. - Ensure inclusion and equal opportunity for all pupils. - Support social and emotional development. |
| **Safeguarding** | - Apply school safeguarding policies rigorously. - Attend safeguarding training regularly. - Report concerns promptly to designated safeguarding leads. |
| **Professional Conduct** | - Demonstrate high standards of professionalism and confidentiality. - Develop positive working relationships with pupils, staff, parents, and external agencies. - Attend staff meetings, training, and school events. - Show commitment to the school’s Catholic ethos and values. |
| **Additional Duties** | - Prepare and manage learning environments and resources as required. - Complete assessment records and reports as required. - Support school routines and contribute to the positive culture. - Undertake any other reasonable duties as requested by school leaders. |