

# Job description: Higher Level Teaching Assistant (HLTA)

The Elizabethan Academy 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.

## Job details

**Job title:** Higher level teaching assistant (HLTA)

**Salary:** Grade 5 (points 15-22) pro rata

**Hours:** 32.5 hours, term time only

**Contract type:** Permanent

**Reporting to:** Director of SEND

**Responsible for:** Teaching Assistants / Pupil Support Workers

## Main purpose

To work with teachers to support teaching and learning as a whole and by working with individuals or small groups of pupils under the direction of teaching staff and, to be responsible for the whole class in the absence of the teacher. The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- To undertake Appraisal Reviews for all employees that the post-holder line manages
- To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.
- Plan, deliver and evaluate teaching and learning activities which, under direction of a teacher, meet the agreed objectives and personalised learning needs of children.
- Contribute to the inclusion of all pupils by working with children and families to identify barriers to learning, taking steps to remove these and support participation in a full range of activities by developing individual plans to meet each individual's needs.
- Encourage pupils to take responsibility for their own learning by using appropriate strategies to challenge, motivate and sustain pupil's interests and efforts in learning activities.

## Duties and responsibilities

### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

## Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Planning and preparing lessons and courses for pupils;
- Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
- Assessing the development, progress and attainment of pupils;
- Reporting on the development, progress and attainment of pupils.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- Assist the development and implementation of appropriate behaviour management strategies
- Facilitate the smooth transition between educational phases

## Working with Students

- Assisting with the development and implementation of Individual Education/Behaviour/Personal Care Plans
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations
- Promoting the inclusion and acceptance of all pupils within an educational environment
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact positively and work cooperatively with others and engage all pupils in activities
- Assist in the implementation of provision maps (where applicable) and monitor their progress.
- Promoting independence and employ strategies to recognise and reward achievement of self reliance
- Providing feedback to pupils in relation to progress, achievement and problems
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Supporting provision for pupils with special needs

- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Undertaking marking of pupils' work and accurately recording achievement/progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administering and assessing routine tests and invigilate exams/tests
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc
- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implementing local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Undertaking planned supervision of pupils' learning activities including those not in a classroom setting
- Supervising pupils on visits, trips and out of school activities as required
- Providing First Aid Support (with appropriate training)

### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- To manage and co-ordinate the work of Teaching Assistants at all levels within the academy and contribute to performance management & development planning.
- Allocate work effectively amongst team members with clear objectives ensuring they are working to the required standards, by managing individuals' performance and recognising positive contributions. Allow time to support team and encourage them to outline their needs etc.
- Provide and support team with regular opportunities to identify learning needs and development opportunities, to make the best use of their abilities.

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Provide first aid support (with relevant training)

## Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## Other areas of responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

### General Support

- Support the school in the carrying out of home visits
- Undertake reading, scribe or invigilation work as required
- Provide short term cover supervision of classes.
- Attend, and contribute to planning meetings and staff meetings where appropriate.
- Attend training where necessary and cascade information to other members of staff.
- Participate as widely as possible in the extra-curricular life of the school.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Actively participate in and contribute to staff meetings and INSET
- Work in a professional manner and with integrity and maintain confidentiality of records and information.

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** March 2025

**Next review date:** During Appraisal

**Director of HR's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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