



Ireby Church of England Primary School
‘Created to do good’: Ephesians 2:10

Job Description:
HLTA

Post: Higher Level Teaching Assistant
Responsible to: Headteacher

Purpose

- To organise and support teaching and learning activities for classes. The primary focus is to carry out specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Key responsibilities

1. To fulfill the 33 HLTA standards to support teaching and learning maximising achievement and development.
2. Plan, prepare and deliver specified work to individuals, small groups or, for whole classes, modifying and adapting activities as necessary under the direction and supervision of a teacher.
3. Assess, record, monitor and report on pupil development, progress and attainment against pre-determined learning objectives, using detailed knowledge and specialist skills to support pupil’s learning.
4. This role will be expected to undertake at least one of the following:
 - a) Provide specialist support to pupils with learning behavioural, communication social sensory or physical difficulties.
 - b) Provide specialist support to pupils where English is not their first language.
 - c) Provide specialist support to gifted and talented pupils.
 - d) Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject, EYFS).
5. Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety including risk assessments, security, confidentiality and data protection reporting any issues to a nominated person.
6. Encourage pupils to interact and work co-operatively with others, promote independence and employ strategies to recognise and reward self-reliance.
7. Supervise and direct the work of other staff demonstrating own duties in particular specialist areas.
8. Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and IEPs and writing reports as appropriate.
9. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.

Staff Management Responsibilities

- Some supervising of other staff, demonstrating own duties in particular specialist areas as required.

Resources Responsible for

- Financial / money – trip money – collect and pass on to school administration for banking.
- Accessing and collating some information.
- Equipment Responsibility for ICT equipment digital cameras, computers, overhead projectors and similar equipment
- Driving the school minibus