

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

<b>Post title</b>	<b>HLTA</b>
<b>Responsible to</b>	Head of Academy
<b>Grade</b>	LG Point 7-11
<b>Purpose of post</b>	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. course cover, teacher release time or short-term absence. Following discussions with the class teacher, activities will involve planning, preparing and delivering lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development.</p> <p>To be responsible for the quality of their activities (delivery, model and support, follow-up etc) in line with school monitoring procedures.</p> <p>May have specific responsibility for the management and development of a specialist area within the school.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Within an agreed system of supervision plan teaching and learning activities and evaluate and adjust lessons as appropriate.</li> <li>• Deliver learning activities to pupils within an agreed system of supervision according to pupil responses/needs.</li> <li>• Organise and manage an appropriate learning environment and resources in conjunction with the class teacher.</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies including implementing the school's marking and feedback policy.</li> <li>• Provide objective, accurate feedback and reports to teachers/Heads of Year.</li> <li>• Liaise between teaching staff and teaching assistants to ensure learning activities are effective.</li> <li>• To manage pupil behaviour, reporting difficulties in line with the behaviour policy.</li> <li>• To supervise and support pupils ensuring their safety and access to learning.</li> </ul>

- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions.
- To be aware of and comply with policies and procedures relating to teaching and learning (presentation, marking and feedback, homework etc), child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and after school activities as required.
- To complete any additional tasks as directed by the Headteacher in order to support learning and school development.
- Support/model, as directed, in the training of pupils from educational institutions.
- Provide a model of best practice in education for visiting professionals from within the organisation and beyond.

*The Trustees are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*