



Generic Job Description HLTA – Level 2

Job Title: Higher Level Teaching Assistant – Level 2

Grade: Grade 6 (P17 – 20)

Reports To: Head of School

Main purposes of the job

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for class Teachers and Leadership Time for Senior Members of staff.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Responsibilities and Roles

Support for pupils

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To deliver and support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEHCP) targets and to reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of the curriculum and national strategies.
7. To undertake planning, monitoring and assessment of pupils' work.
8. To provide feedback to pupils in relation to their progress and achievement.
9. To deliver 1:1/ group work catch up sessions for vulnerable pupils.

Support for the teacher

10. To be involved in display work around the school and to direct others as necessary.



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11. To monitor and evaluate pupils' responses to learning activities and note their progress towards targets.
12. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
13. Support the evaluation of pupils' progress using a range of assessment techniques.
14. To contribute effectively to teachers planning and preparation of lessons.
15. To contribute to maintaining and analysing records of pupils' progress.
16. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals and attend parent's evening.
17. Have experience of all phases of primary school education, including Reception.

Support for the school

18. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
19. To be responsible for the induction and appraisal of new Teaching Assistants where appropriate.
20. To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.
21. In consultation with the SENCO/Inclusion devise appropriate timetables for Teaching Assistants.
22. Provide mentoring support for other Teaching Assistants.
23. Deliver 'out of school' learning activities e.g., educational trips within guidelines established by the school.
24. To attend relevant meetings and participate in training and development opportunities as appropriate.
25. Establish constructive relationships and communicate with other agencies/professionals in liaison with the Teacher to support the achievement and progress of pupils.
26. Use expertise to advise and support other adults in briefing and training sessions as appropriate.
27. To adhere to the school health and safety policy including risk assessment and safety systems.
28. To adhere to school policies and Trust's Ethos Policy.

Support for the curriculum

29. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
30. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
31. To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.



Person Specification – HLTA Level 2

Criteria	Requirement Level	Evidence*
HLTA status or equivalent qualification or experience.	Essential	A/I
Experience of working with relevant age group within a learning environment from EYFS-Yr6	Essential	A/I
Experience of working with children with additional learning needs.	Essential	A/I
Excellent level of literacy and numeracy skills or qualifications to GCSE or equivalent English and Maths.	Essential	A/I/T
Experience of general clerical work/administrative work.	Essential	A/I
Experience of supervising a team/individual	Essential	A/I
Ability to organise, direct work and motivate a team	Desirable	A/I
Able to work collaboratively and cooperatively with colleagues	Essential	A
Ability to communicate clearly and concisely both orally and in writing.	Essential	A/I
Ability to successfully complete first aid training as required.	Essential	A/I
Ability to work well as part of a team.	Essential	A/I
An understanding of classroom roles and responsibilities.	Essential	A/I
Ability to relate well to children and adults to build and maintain effective relationships.	Essential	A/I
Good working knowledge of national curriculum and the EYFS Curriculum	Essential	A/I
An ability to understand the principles of child development and learning processes and in particular barriers to learning from the EYFS to Yr6	Essential	A/I/T
Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupil's progress.	Essential	A/I
Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation	Essential	A/I
Understand range of support services and other agencies as appropriate.	Essential	A/I
Ability to plan effective actions for pupils at risk of underachieving	Essential	A/I
Ability to provide necessary personal care to children	Essential	A/I
Ability to use ICT effectively to support learning	Essential	A/I



High degree of energy, resilience and enthusiasm	Essential	A/I
Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively.	Essential	A/I
To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Essential	A/I
Awareness of Health and Safety requirements within a school setting.	Desirable	A/I
Commitment to professional development, learning and development to improve own practice/knowledge.	Essential	A/I

***Evidence Key:**

A = Application Form I = Interview T = Task/Test