



## Job Description for Reading Support Specialist Higher Level Teaching Assistant – L4

|                 |                                                                |
|-----------------|----------------------------------------------------------------|
| Grade & Point:  | Grade G Point 12                                               |
| Pay:            | 12 £29,542 per annum FTE (actual salary £25,382 per annum)     |
| Weeks per Year: | 39 – includes 5 training days                                  |
| Hours per Week: | 37 (Monday 8:30am – 4:30pm, Tuesday - Friday 8.30am to 3.45pm) |
| Closing date:   | Wednesday 7 <sup>th</sup> October 2026                         |

### Post Profile

|                      |                                                                                                                                                                                                                                          |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post:                | Reading Support Specialist Higher Level Teaching Assistant                                                                                                                                                                               |
| Responsible to:      | Head teacher                                                                                                                                                                                                                             |
| Key Purpose of Post: | To support students with their reading and when required provide cover and supervision of classes in the absence of a regular teacher, presenting pre-prepared plans for education and supporting and facilitating learning, as required |

To work with teaching staff to enable access to learning and quality education for pupils within KS1/2 or KS3/KS4 supporting behaviour management and pupil well – being.

### In General

Our Reading Support Specialist Higher Level Teaching Assistants form part of the dedicated whole staff team. All of our Reading Support Specialist Higher Level Teaching Assistants are employed specifically to work with individual or small groups of pupils under the direction of the class teacher/form tutor supporting the pupils' learning and behaviour. As a Reading Support Higher Level Specialist Teaching Assistant, you will also support our pupils in all aspects of reading, giving encouragement and support to develop their reading skills.

To be responsible for ensuring child protection and the welfare and well being of the children in our care.

Specific skills of individual specialist teaching assistants are taken into account. The HLTA will have additional responsibilities as defined in this job description.

### Support for Pupils

- Working 1:1 with students with complex needs and planning with teachers.
- Reading support for pupils, with a focus on delivery of phonics, using training skills from Read, Write, Inc. to help motivate every child and to develop a love of reading.
- Supervise and provide support for pupils, ensuring their safety, well-being and access to learning activities, using specialist skills in behaviour management.
- Assist with the development and implementation of IEPs and IBMP/PHPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide information, support and advice to enable pupils to make choices about their own behaviour/learning/attendance.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Promote positive reinforcement and provide positive feedback in relation to progress and achievement.



- To be directly involved in the process which includes TEAM TEACH/withdrawal of pupils from the classroom in order to manage volatile situations safely and ensure the well-being of all pupils and staff.
- Provide support to promote the effective transfer of pupils to and from school and across key stages.

## **Support for Teachers**

- Responsibility for planning and delivering agreed curriculum areas under the supervision of the class teacher; adjusting planning to meet individual pupil needs.
- Provide cover as required across the whole school curriculum
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Work with the teacher to establish a safe and secure learning environment.
- Support pupils' access to learning using appropriate strategies and resources.
- Assist with planning, monitoring, evaluating and adjusting learning activities as appropriate.
- Monitor pupils' responses to learning and behaviour targets and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, encourage pupils to take responsibility for their own behaviour by assisting in the development and implementation of agreed behaviour management strategies.
- Establish constructive relationships with parents/carers exchanging information and providing support.
- Provide clerical/admin support e.g. making phone calls, photocopying, laminating, making certificates etc.
- Support the transition process across key stages by assisting the teacher to ensure sound routine and practice within the agreed whole school policy.

## **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Support the delivery of local and national learning strategies especially with regard to the transition across key stages.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and use specialist equipment, plans and resources to support pupils.
- To be involved in whole school discussion regarding curriculum, behaviour and other matters relating to school policy and development as appropriate.

## **Support for the School**

- Lead, organise and motivate support staff team.
- Mentor/supervise other STAs.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour management, confidentiality and data protection, reporting all concerns to the appropriate agreed person following whole school procedure.
- Ensure all pupils have equal opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision and support of pupils out of lesson times, at lunchtimes, before and after school.
- To support pupils in offsite activities which have the agreed risk assessment.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.



- To undergo initial Team Teach training and thereafter refresher courses as required by the Team Teach tutors in school to maintain this qualification and keep it up to date.
- To work within the staff team to support the well-being of staff and pupils, ensuring safety for all.