



## ST. JOHN'S WALHAM GREEN

CE PRIMARY SCHOOL

"Love one another"

### JOB DESCRIPTION: HLTA: LEVEL 4 TEACHING ASSISTANT (Scale 6)

#### Details:

**Role:** Higher Level Teaching Assistant (Level 4)

**Hours:** Full Time, Monday - Friday - 35 hours a week. Term time only

**Start Date:** 13<sup>th</sup> April 2026

**Contract Type:** Permanent

**Hours:** 8:00 – 16:00

**Salary:** Scale 6, Spinal Point 18 (£37,509 per annum), Pro rata = £31,191.76

**Responsibilities:** Delivering lessons and activities under the direction of qualified teachers.

#### MAIN PURPOSE OF THE JOB

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff and in line with school policies and guidance. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development. Teaching sessions planned and directed by teaching staff is expected (e.g. cover teaching).

Wider areas of responsibility e.g. Responsibility for whole school displays may be allocated to HLTA's.

#### SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement learning plans for groups and individual pupils (e.g. those with SEND)
- Promote the inclusion and acceptance of all pupils within the classroom and promote equal opportunity
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

#### SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide

constructive feedback on pupil progress/achievement etc.

- Administer and assess/mark tests and invigilate exams/tests
- Support and contribute to year group planning

## **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver learning activities provided by schemes or providers
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment/additional supporting adults

## **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- To maintain a high level of professional dress and conduct, in line with staff conduct/staff handbook expectations
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/vision, values and aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and other members of school staff eg. (SENDCo), to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Attend relevant meetings as required.
- Provide support for and supervision of pupils during break and lunch times. Including planning and organising break/lunch time activities. Supervise, lead and assist pupils in activities and games.
- To maintain total confidentiality at all times.
- Accompany staff and children on visits, trips and out of school activities as required.

## **SAFEGUARDING AND WELLBEING**

- 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 and wellbeing of all members of the school community (including pupils, families, staff members/colleagues)
- To act in accordance with all school policies including (but not limited to) those for Safeguarding; Health and Safety; and Equal opportunity

## **HEALTH AND SAFETY**

- To assist with the care, cleaning, maintenance and orderly storage of resources.
- To report loss or damage. This can be in the classrooms or general areas of the school.
- To assist in maintaining the health and safety of pupils by maintaining a tidy and organised work area and reporting any identified hazards to the class teacher.
- To administer first aid and/or medication for pupils
- To undertake health and safety/medical/food safety/safeguarding training as is deemed necessary by the school
- To deal with sickness and minor accidents and record as necessary.

## 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

### Notes

This job description describes in general terms the normal duties which you will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. Note: In addition to this job description, you may be asked to carry out any of the 24 non-teaching tasks that were transferred from teachers to support staff from 2003 and/or duties deemed appropriate, at the discretion of the Headteacher.

The Headteacher reserves the right to amend the job description should the need arise. You will be based in the classrooms, office or staffroom but at times it may be necessary for you to help with more general duties as requested by the Headteacher.

**Post Holder Name**.....

**Post Holder Signature**..... **Date:**.....

**Head teacher Signature**..... **Date**.....