



Believe, Succeed, Together

Higher level Teaching Assistant Job Description

Post: Higher Level Teaching Assistant

Salary: Scale 3, point 5 – FTE £25,119

Contract type/term: Permanent, 35 hours per week, 39 weeks per year

Responsible To: Vice Principal

Purpose of Job:

The HLTA will work collaboratively with teaching staff and other support staff to enhance the development and education of pupils in line with the school's curriculum, policies, and procedures.

Specific Responsibilities:

- Support the planning, delivery, and assessment of teaching and learning activities.
- Work with individuals and groups of pupils to encourage engagement and participation in our Bridge room.
- Assist in the development and implementation of individual education plans.
- Provide support for pupils with additional needs, adapting resources and strategies as necessary.
- Contribute to the monitoring and evaluation of pupils' progress.
- Support the classroom teacher in managing pupil behaviour effectively.
- Undertake administrative tasks related to teaching and learning as required.
- Lead groups in specific curriculum specialist area(s) as required.
- Prepare and/or modify resources to support pupils with SEND in accessing the curriculum.
- Cover classes as required in the absence of the teacher, delivering pre-prepared lesson plans, to progress pupils' learning and assess, record and report on development, progress and attainment as agreed with the Class Teacher.
- Work in collaboration with other learning support assistants in the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- 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.
- Provide feedback to pupils in relation to progress and achievement.



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Person Specification

Qualifications and Training

- Must have a GCSE (C grade / grade 4 or above) in English and/or Maths
- Relevant further education/ higher education qualifications (desirable, not essential).

Experience Relevant to the Job

- Strong interpersonal and communication skills.
- Ability to manage a classroom effectively and maintain discipline.
- Flexibility and adaptability to work in different subjects and classrooms.
- Commitment to student welfare and safeguarding.
- Experience working in an educational setting or with young people.
- Competent in the use of IT.

Knowledge and Understanding Relevant to the Job

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To always respect confidentiality.
- Understand and support the importance of physical and emotional wellbeing.
- Ability to follow instructions accurately.
- Good organisational skills.
- Ability to remain calm under pressure.
- Ability to manage own time effectively.
- Understand and implement child protection procedures.

The Eastwood Academy is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.