



Bousfield Primary School
South Bolton Gardens
London SW5 0DJ
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Headteacher: Jane Griffiths

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Job Description

Job Title

Higher Level Teaching Assistant (HLTA) – Early Years Foundation Stage

Responsible To

EYFS Leader

Purpose of the Role

To work as a highly skilled member of the Early Years team, supporting high-quality teaching and learning across Nursery and Reception. The HLTA should work alongside teachers to deliver exceptional provision, promote children's development and wellbeing, and lead on agreed aspects of Early Years practice and provision.

The post holder should model excellent Early Years practice, support the delivery of the EYFS curriculum, and contribute to creating a nurturing, language-rich and ambitious learning environment in which all children thrive.

Main Duties and Responsibilities

Teaching and Learning Support

- Work in partnership with teachers to deliver high-quality provision across Nursery and Reception.
- Lead learning for individuals, small groups and whole classes where appropriate.
- Plan, prepare and deliver agreed learning activities under the direction of the class teacher and EYFS Leader.
- Support children's development across all areas of the EYFS curriculum.
- Promote high expectations for behaviour, communication, independence and learning.
- Adapt provision to meet the needs of all pupils, including children with SEND, EAL and disadvantaged pupils.
- Model high-quality interactions and sustained shared thinking with children.
- Support the assessment of children's progress through observations, evidence collection and professional discussion.
- Contribute to maintaining accurate records and learning journeys in line with school expectations.
- Deliver targeted interventions and support programmes as directed.
- Undertake occasional cover in the lower school.

Leadership of Early Years Provision

The HLTA should take a leading role in agreed aspects of Early Years provision, for example:

- Developing and enhancing continuous provision indoors and outdoors.
- Leading on communication and language development strategies.
- Supporting early phonics, early reading and vocabulary development.
- Organising and maintaining high-quality learning environments.
- Leading aspects of provision linked to school improvement priorities.
- Supporting transitions into Nursery and Reception.
- Supporting parental engagement and workshops.
- Developing resources and provocations that promote curiosity, creativity and independence.
- Modelling exemplary practice to other support staff.
- Supporting the implementation of school policies and EYFS procedures.

(The specific leadership responsibilities will be agreed annually in line with school priorities.)

Pupil Welfare and Safeguarding

- Promote the safety, wellbeing and inclusion of all pupils.
- Maintain positive and supportive relationships with children and families.
- Follow all safeguarding and child protection procedures.
- Support children's personal, social and emotional development.
- Encourage positive behaviour and emotional regulation using the school's approaches and systems.

Wider Professional Responsibilities

- Contribute positively to the life and ethos of the school.
- Attend staff meetings, training and professional development opportunities.
- Work collaboratively with teachers, support staff and external professionals.
- Maintain confidentiality and professionalism at all times.
- Undertake break time or lunchtime duties as directed.
- Carry out any other reasonable duties commensurate with the role.