



## **PARK HALL INFANT ACADEMY**

### **Higher Level Teaching Assistant (HLTA)**

#### **Job Description**

Are you passionate about Early Years and Key Stage 1 education? Do you have the skills, knowledge and enthusiasm to help children develop the strong foundations they need for future success? Park Hall Infant Academy is seeking an outstanding HLTA to join our dedicated team and play a key role in delivering high-quality teaching, interventions and phonics provision across our large and successful three-form entry infant school.

#### **Higher Level Teaching Assistant (HLTA)**

**Grade 6 / SCP 15-23**

27½ hours per week, Term Time Only

#### **Responsible To**

Executive Headteacher, Head of School, Inclusion Lead and Phase Leaders

#### **Location**

Park Hall Infant Academy, Walsall

Part of The Loriners Multi Academy Trust

#### **DBS Requirement**

Enhanced Disclosure and Barring Service Check

#### **About Park Hall Infant Academy**

Park Hall Infant Academy is a large, successful three-form entry infant school in Walsall, serving over 300 children aged 3–7 years. We are committed to providing a nurturing, inclusive and ambitious learning environment where every child develops confidence, independence and a lifelong love of learning.

We believe that the early years of education are fundamental in establishing the strong foundations that enable children to flourish academically, socially and emotionally. Our curriculum is carefully designed to develop children's communication and language, literacy, mathematics, personal development and understanding of the world, ensuring they are well prepared for the next stage of their education.

## **Job Purpose**

To complement the professional work of teachers by taking responsibility for delivering agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals, groups and whole classes, assessing, recording and reporting on pupils' achievement, progress and development.

The Higher Level Teaching Assistant will work collaboratively with teachers to raise the learning and attainment of pupils, promote independence, self-esteem and inclusion, and ensure all children can access a broad, balanced and ambitious curriculum.

The successful candidate will work across Nursery, Reception, Year 1 and Year 2 as required, supporting high-quality teaching and learning, delivering interventions and providing whole-class teaching during teachers' Planning, Preparation and Assessment (PPA) time and short-term absence.

As an infant school, we place a strong emphasis on the teaching of early reading, language development and phonics. The successful candidate will play a significant role in delivering our Ruth Miskin Read Write Inc. phonics programme and ensuring every child develops secure foundations for future learning.

## **Main Responsibilities**

### **Teaching and Learning**

The postholder will:

- Deliver high-quality learning activities for individuals, groups and whole classes.
- Undertake whole-class teaching during teachers' PPA time and other agreed periods.
- Demonstrate an informed and evidence-informed approach to teaching and learning.
- Plan, prepare, adapt and evaluate learning activities that meet the needs of all learners.
- Use effective teaching strategies to maximise pupil engagement and achievement.
- Promote inclusion by ensuring all pupils can participate fully in learning.
- Organise and manage learning environments and resources to create stimulating, purposeful and safe classrooms.
- Use assessment for learning strategies to identify next steps and accelerate progress.
- Assess, monitor and record pupil achievement and provide accurate feedback to teachers.
- Contribute to planning, assessment and pupil progress discussions.
- Observe pupils carefully and communicate observations to teachers to inform future planning.
- Deliver high-quality phonics teaching through the Ruth Miskin Read Write Inc. programme.
- Lead targeted phonics, reading and language interventions.

- Support the assessment, tracking and monitoring of phonics, reading and wider curriculum outcomes.
- Promote a love of reading and high-quality language development throughout the school.
- Support delivery of the Early Years Foundation Stage Framework and Key Stage 1 National Curriculum.
- Ensure every child is appropriately challenged and supported to achieve their full potential.
- Use ICT effectively to enhance teaching, learning and assessment.
- Direct and support the work of other adults within lessons where appropriate.

### **Planning**

The postholder will:

- Contribute to planning high-quality learning experiences.
- Use their knowledge and expertise to support teachers in planning learning activities.
- Read and understand lesson plans and prepare learning resources.
- Plan and organise structured learning activities within agreed frameworks.
- Adapt planning to ensure learning is inclusive and accessible for all pupils.
- Prepare classrooms and resources to support effective teaching and learning.

### **Supporting Strong Foundations**

The postholder will:

- Support children in developing secure foundations in communication and language, literacy, mathematics, personal development and physical development.
- Promote children's vocabulary development through high-quality interactions and skilled questioning.
- Encourage independence, resilience, self-regulation and positive learning behaviours.
- Support children in developing the knowledge, skills and behaviours required for lifelong learning.
- Ensure learning experiences reflect the principles of the Early Years Foundation Stage and support school readiness.

### **Support for Pupils**

The postholder will:

- Build positive, nurturing and respectful relationships with pupils.
- Promote high expectations of behaviour, achievement and personal development.
- Support pupils with Special Educational Needs and Disabilities under the guidance of the SENDCo.
- Implement individual provision plans and targeted interventions.
- Promote equality, inclusion and full participation for all learners.
- Encourage collaboration, confidence and independence.
- Provide constructive feedback to pupils to support their learning and development.

- Support pupils' emotional wellbeing and respond appropriately to their pastoral needs.

### **Working with Staff, Parents and Professionals**

The postholder will:

- Work collaboratively with teachers, leaders and support staff.
- Develop effective professional relationships across the school.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents by providing accurate information about pupil progress where appropriate.
- Work collaboratively with external professionals, including education, health and social care colleagues, to support pupil outcomes.
- Prepare, organise and maintain resources to support teaching and learning.
- Model effective practice and provide guidance to teaching assistants where appropriate.
- Participate fully in staff meetings, training, professional development and whole-school improvement activities.

### **Support for the School**

The postholder will:

- Contribute positively to the ethos, vision and values of Park Hall Infant Academy.
- Establish positive relationships with families and the wider community.
- Support educational visits, enrichment activities and school events.
- Promote high standards of behaviour, attendance and punctuality.
- Comply with all school policies relating to safeguarding, behaviour, equality, confidentiality, GDPR, health and safety and professional conduct.
- Undertake any additional duties appropriate to the grade of the post as directed by school leaders.

### **Professional Responsibilities**

The postholder will:

- Reflect upon and continually improve their professional practice.
- Participate fully in appraisal, coaching and professional development.
- Maintain up-to-date knowledge of curriculum developments, safeguarding and educational research.
- Share effective practice with colleagues.
- Demonstrate professionalism, integrity, confidentiality and reliability at all times.

### **Safeguarding Responsibilities**

The postholder will:

- Work in accordance with Keeping Children Safe in Education, the Prevent Duty and the school's safeguarding procedures.
- Promote the welfare and safety of all pupils.

- Report safeguarding concerns promptly in line with school policy.
- Maintain appropriate professional boundaries at all times.