



**ST GILDAS CATHOLIC  
PRIMARY SCHOOL**

**HEAD:** Mrs Alison Frost

Mary Street, Yeovil,  
Somerset BA21 4EG

01935 423 630

## **Job Description -HLTA**

**Role:** Higher Level Teaching Assistant

**Line Manager:** SENDCO

**Responsible to:** SENDCO

**Main Functions** To complement the professional work of teachers by taking responsibility for delegated learning activities. This involves a contribution to the planning and preparing of lessons, within a framework set by the assigned teacher, delivering learning activities for individuals/groups or whole classes without the presence of the teacher and monitoring pupils by assessing, recording and reporting their achievements, progress and development.

### **General duties**

- Be aware of and comply with all relevant school policies, including those relating to safeguarding, health and safety and data protection.
- Contribute to the ethos, value and aims of the school.
- Participate in training and other professional development as required.
- Demonstrate and promote commitment to equal opportunities.

### **Supporting pupils and families**

- Provide support to pupils in specialist areas of learning as required.
- Deliver pastoral support to pupils and families as required.
- Maintain positive relationships with pupils and their parents.
- Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.

### **Supporting teaching**

- Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
- Provide teaching cover as and when required.
- Prepare and deliver learning to individual pupils, small groups and classes as required.
- Modify teaching and adapt activities to suit pupils' individual needs.
- Assess the progress of pupils and use this information to inform future learning in collaboration with the teacher.
- Be proactive in managing pupil behaviour.
- Provide relevant admin support to teaching staff.
- Determine the need for specialist equipment and resources to support pupils' learning.
- Advise, demonstrate and assist in the safe and effective use of specialist equipment and resources.

### **Supporting the school**

- Maintain good working relationships with other staff members and key stakeholders, including parents and external agencies.
- Share their expertise and skills with other members of staff.
- Work with your line manager on timetable arrangements.



- Participate in meetings as required.
- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

### Safeguarding

- Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates & training and full 'basic awareness' training every 2 years. You must have read, understand and comply with the school's safeguarding procedures including whistleblowing.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (LSA)

Signed..... (HT/DH/SENDSCO)

Date.....