



# Job Description: Higher Level Teaching Assistant (HLTA)

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- Job Title:** HLTA
- Grade:** Kent Range Band 6
- Hours:** 33 hours per week, term time only (plus Development Days)
- Based at:** Lady Joanna Thornhill (Endowed) Primary School

This is a permanent position (Subject to a 6-month probationary period)

Lady Joanna Thornhill is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Main Purpose of Job

This role will require the postholder to work collaboratively with class teachers to deliver high quality learning for children. This role requires good knowledge of the National Curriculum, synthetic phonics and ideally an interest in music, the performing arts and/or cooking and healthy eating.

The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Contribute to the wider life of the school in relation to a specialist area.

## Principal Accountabilities

### Teaching and learning

- To teach classes across the school (KS1 and KS2) under the professional direction of a qualified teacher and provide other support as required for our children, including extra-curricular learning.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Undertake any other relevant duties given by the class teacher
- Adapt teaching to meet the needs of the children and in response to ongoing formative assessment.
- Maintain effective liaison with the teaching staff and other external agencies for the support and welfare of the pupils.
- Direct the work, where relevant, of other adults in supporting learning
- Work within the school's established policies on inclusion, child-protection, equal opportunities, health and safety, confidentiality and data protection.

- Contribute to the overall work/aims and ethos of the school.
- Participate in training and other learning activities as required with the specific requirement of following an extended HLTA course.

### **Planning and Assessment:**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom and equipment/resources for lessons.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

### **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



## **Other areas of responsibility**

### **Safeguarding**

- 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 of all pupils in the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### **Job Context**

HLTAs will be expected to work effectively with individual pupils, small groups and whole classes to deliver agreed lessons/learning objectives. They will take the role of the 'teacher' in this respect although the overall responsibility for the class's quality of teaching and learning will remain with the class teacher and Senior Leadership Team. HLTAs will provide cover, in this context, for known or short-term absences. Although they may contribute to the planning of lessons, it is for the class teacher or parallel teacher to either provide the lesson plans or manage that process.

The HLTAs will provide support to teachers and the school, also, to allow qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. This would see them being utilised to undertake mentoring, monitoring or subject leadership activities.

HLTAs will contribute to pupil's learning and make a significant impact upon their achievement.

This HLTA post holder will be working across KS1 and KS2. However, there may be occasions when they are deployed within any Year Group at the school.