



THE HOLLINS JOB DESCRIPTION	
JOB TITLE	Higher Level Teaching Assistant (HLTA) – Literacy Interventions
GRADE	Grade 7 (SCP 19 – 25)
RESPONSIBLE TO:	Send Manager / Assistant Headteacher
<p><b>Job Purpose:</b> To lead, deliver and evaluate high-quality literacy interventions, to support pupils in developing reading fluency, vocabulary, and comprehension. The role will evolve to include other targeted interventions as identified by school need. The HLTA will work closely with the designated senior leader, the Send Manager, the literacy co-ordinator and the wider inclusion team to ensure interventions are impactful, inclusive, and aligned with whole-school priorities.</p> <p><b>Key responsibilities:</b></p> <p><b>Intervention Delivery &amp; Impact</b></p> <ul style="list-style-type: none"> <li>• Plan, deliver and assess small group and 1:1 literacy intervention using Lexonik Advance and Lexonik Leap.</li> <li>• Track and monitor pupil progress using Lexonik’s assessment tools and school data systems.</li> <li>• Adapt delivery to meet the needs of pupils with SEND, EAL, or other barriers to literacy.</li> <li>• Provide feedback to pupils and staff on progress and next steps.</li> </ul> <p><b>Organisation &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate records of intervention timetables, attendance, and outcomes.</li> <li>• Liaise with teaching staff, the literacy co-ordinator and the designated senior leader to identify pupils requiring support and coordinate intervention slots.</li> <li>• Prepare and maintain resources for intervention sessions.</li> <li>• Support the SENCO and designated senior leader in evaluating the effectiveness of interventions and contributing to reports for SLT, governors, or external agencies.</li> </ul> <p><b>Wider Support</b></p> <ul style="list-style-type: none"> <li>• Support the development of a reading culture across the school.</li> <li>• Contribute to staff CPD by modelling effective strategies or sharing best practice.</li> <li>• Be flexible to deliver other academic or pastoral interventions as required (e.g., numeracy, emotional literacy, study skills).</li> <li>• Supervise whole classes occasionally during the short-term absence of teachers.</li> </ul>	



## Support for the School

- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Be a qualified first aider

**Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.





Person Specification		
Higher Level Teaching Assistant (HLTA) – Literacy Interventions		
Criteria	Essential	Desirable
<b>Qualifications</b>	HLTA status or equivalent Level 4 qualification (or willingness to work towards this) GCSE English and Maths (Grade 4/C or above)	Lexonik-trained (Advance and/or Leap) Further qualifications in literacy or SEND
<b>Experience</b>	Experience delivering literacy support or interventions Experience working with secondary-aged pupils	Experience using Lexonik or similar structured literacy programmes Experience tracking and reporting pupil progress
<b>Knowledge &amp; Skills</b>	Strong understanding of literacy development and barriers to reading Ability to plan, deliver and evaluate structured interventions Excellent communication and interpersonal skills Organisational skills and ability to work independently	Knowledge of SEND strategies and inclusive practice Familiarity with school data systems (e.g., SIMS, Provision Map) Ability to lead CPD or support staff development Understanding of safeguarding and child protection procedures
<b>Personal Attributes</b>	Flexible and adaptable to changing needs	Commitment to ongoing professional development Enthusiastic about promoting reading and learning
<b>Other</b>	Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues. Commitment to health and safety. Commitment to attendance at work. Commitment to equality, diversity and inclusion. Commitment to the school's values.	



# THE HOLLINS

**THE HOLLINS**

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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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