

# Wiltshire Council

## School Support Staff

### Job Profile

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>Reference :</b>        | SCH050                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Grade H |
| <b>Job Title :</b>        | Higher Level Teaching Assistant (HLTA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |
| <b>Main Job Purpose :</b> | <p>To complement the professional work of qualified teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Contribute to the planning, delivery and monitoring of learning activities.</p> <p><i>This role may be one of the strategies schools choose to release teachers for guaranteed planning, preparation and assessment (PPA) time. The jobholder may carry out work specified in the regulations made under Section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.</i></p> |         |

#### Main Duties :

|    | Main Duties                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Contribute effectively to teachers' planning and preparation of lessons                                                                                                                                                                                                                                                                                                                                                                         |
| 2. | Work within a framework set by the teacher, plan own role in lessons including the provision of feedback to pupils and colleagues on pupils' learning and behaviour.                                                                                                                                                                                                                                                                            |
| 3. | Contribute effectively to the selection and preparation of teaching resources to meet the diversity of pupils' needs and interests.                                                                                                                                                                                                                                                                                                             |
| 4. | Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.                                                                                                                                                                                                                                                                                                   |
| 5. | Deliver lessons to pupils, using clearly structured teaching and challenging learning activities which interest and motivate pupils and advance their independence as learners. This includes lessons delivered via distance learning or computer aided techniques.                                                                                                                                                                             |
| 6. | Promote and support the inclusion of all pupils in the learning activities in which they are involved, using behaviour management strategies, which contribute to a purposeful learning environment, in line with the school's policy and procedures. Recognise and respond effectively to any equal opportunities issues which arise, eg by challenging stereotyped views, bullying or harassment, following relevant policies and procedures. |

|            | <b>Main Duties</b>                                                                                                                                                       |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7.</b>  | Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present. |
| <b>8.</b>  | Where relevant, guide the work of other Teaching Assistants in the classroom.                                                                                            |
| <b>9.</b>  | Organise and manage safely the learning activities, the physical teaching space and resources.                                                                           |
| <b>10.</b> | Assess and record the development, progress and attainment of pupils, and support teachers in evaluating pupils' learning needs.                                         |

### **Supervision and Management**

The jobholder does not have full regular management responsibility for staff but provides guidance and direction to Teaching Assistants when a qualified Teacher is not present.

### **Creativity and Innovation (i.e. Problem Solving)**

The jobholder regularly contributes to the planning of lessons and other learning activities and uses a variety of interpersonal skills and strategies to deliver effective lessons and to establish supportive and positive relationships with pupils, parents and carers.

### **Key Contacts And Relationships**

The jobholder coaches and mentors pupils, and formally delivers lessons to them. There is a regular need to tailor communication to the needs of the pupils.  
Other key contacts are with other school staff, parents and sometimes professionals from outside the school who are involved with particular pupils.

### **Decision Making**

There will regularly be a need to make immediate (direct) decisions, without initial referral to teachers, in relation to classroom management and the care, control and safety of pupils. Such decisions must be taken in accordance with school policies but the jobholder must select the appropriate decision.

### **Resources**

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

### **Working Environment**

The work involves standing for extended periods and also bending/crouching/stretching at times.

There is regular background noise. There is extensive contact with students and also contact with parents.

### **Knowledge and Skills**

In order to undertake the range of advanced tasks the jobholder requires detailed knowledge and skills in matters such as the school curriculum; the age-related expectations of pupils; the main teaching and learning support methods and relevant testing/examination frameworks.

The jobholder must have been assessed by an accredited Assessor as having met the national Higher Level Teaching Assistant standards.