

# Widey Court Primary School

## Job Description and Person Specification

**Post Title:** Year 6 Higher Level Teaching Assistant (HLTA)

**Grade:** Connect Grade E

**Responsible to:** Year 6 Year Leader / Headteacher



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## Job Description

### Main Purpose of the Role

To support the teaching and learning of pupils in Year 6, particularly in English and mathematics. The postholder will lead targeted interventions and small group work, assist with SATs preparation, and deliver whole-class teaching<sup>1</sup> as required. The HLTA will work closely with class teachers and the Year 6 team to ensure all pupils make strong progress in the lead-up to transition to secondary school.

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### Key Responsibilities

#### Teaching and Learning

- Deliver high-quality teaching in English and mathematics groups each morning, under the direction of the year/phase leader.
- Lead small group interventions in reading, writing, grammar, and mathematics to support pupils at risk of underachievement.
- Support pupils in preparation for the end-of-Key Stage 2 assessments (SATs) through targeted booster sessions and revision support.
- Cover whole-class teaching when required, including planned absence and PPA cover.
- Use a range of strategies to engage pupils and support positive outcomes for all learners.

#### Planning and Assessment

- Actively contribute to the planning of intervention sessions and small group activities.
- Maintain clear records of pupils' progress and provide feedback to class teachers.

<sup>1</sup> Short term cover for whole classes: When this involves covering the sickness absence of a teacher, as a guide this will normally be for up to and including, the first 10 days of absence. If the absence continues beyond this point, the school will liaise with the HLTA as to how the class will continue to be covered, based on individual circumstances.

- Support the assessment of pupils' work, identifying next steps and adapting sessions accordingly.
- Monitor the impact of interventions and report outcomes to the Year 6 team.

### **Pastoral and Behaviour Support**

- Promote positive behaviour, emotional wellbeing, and high expectations at all times.
- Develop supportive relationships with pupils, encouraging independence and resilience.
- Work with individual pupils who require additional social or emotional support in a small group or one-to-one setting.

### **Wider Responsibilities**

- Attend relevant staff meetings and training as required.
- Uphold the school's safeguarding and child protection policies at all times.
- Contribute to the life of the school, including supporting with enrichment activities, themed days, and Year 6 transition events.
- Work collaboratively with colleagues and external agencies as needed.
- Demonstrate flexibility and be prepared to adapt at short notice to support the needs of children across the school.

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## **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	HLTA status GCSEs (or equivalent) in English and maths at Grade C/4+	Teaching Qualification CPD related to Key Stage 2 teaching, SEND, or interventions
<b>Experience</b>	Experience in KS2, ideally Year 6 Supporting English/maths groups Delivering interventions Supporting SATs preparation	Experience covering whole-class teaching Experience leading booster/revision groups
<b>Knowledge &amp; Understanding</b>	Understanding of KS2 curriculum Familiarity with SATs expectations and revision Awareness of safeguarding protocols	Knowledge of SEND strategies Familiarity with assessment tracking systems
<b>Skills &amp; Abilities</b>	Confident delivering small groups and class teaching Good communication and	Ability to liaise with parents/carers and outside agencies

	organisational skills Strong behaviour management Ability to assess and adapt teaching	
<b>Personal Qualities</b>	Enthusiastic and flexible Committed to raising standards Positive team player Reliable and professional	Willing to support extra-curricular activities

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## Additional Information

Widey Court Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check and must be willing to undergo relevant safeguarding training.