

Job Description

HLTA

Job Purpose and Content

The Higher-Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants. The team works together to care for and educate the pupils in the school. The HTLA makes a specific contribution to the school's teaching and learning program.

The HTLA works under the direction and is responsible to the Head, and that general authority will be delegated to a relevant member of SLT. The HLTA will work in collaboration with the SENDCo and class teachers.

Principal Responsibilities

Subject to the direction and supervision of a designated teacher:

1. Supervise/cover whole classes or groups.
2. Collaborate with teachers/managers to organise and teach classes and contribute to planning in the planned absence of a teacher including PPA across the school.
3. Provide written and verbal feedback to teachers and pupils in relation to teaching and learning/ progress and achievement.
4. Work with pupils either one-to-one or in small groups or those with specific learning needs/difficulties.
5. Undertake first aid training and administer, ensuring appropriate documentation is completed.
6. Be familiar with individual Health Care Plans for specific children.
7. Be familiar with school support or behavior plans, targets and learning objectives.
8. Promote the inclusion and safety of all pupils and follow the school's safeguarding policy.
9. Supervise pupils, on or off school premises, in the context of routine trips, local visits, concerts, assemblies and contribute to the planning and organisation of such events
10. Use ICT in teaching and learning and support pupils in the use of ICT
11. Take part in relevant training and professional development.
12. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school, to promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
13. Supervise at playtimes and at lunchtimes to ensure the continued safety of children and support the development of social skills by planning, teaching and participating in playground games and activities.
14. Occasionally supervise children in the dining area, following school policy and ensuring good

standards of behaviour and manners. Investigate and deal with any incidents, reporting any serious incidents of unacceptable behaviour to an appropriate member of staff.

15. Undertake duties relating to the setting up and running of an extra-curricular club
16. Attend staff meetings and development days if required.
17. Anything else as directed by the Head

Person Specification

English and maths grade C or above at GCSE essential

HLTA status optional

Degree qualification desirable

A general knowledge of and experience of using basic ICT programmes for emails and word processing.

A willingness to develop further ICT skills related to the teaching of pupils and administration of the post

Excellent interpersonal skills

Good oral and written communication skills

Previous experience of working with primary aged children

Ability to work on own initiative

Ability to work as part of a whole school team

Commitment to supporting staff and pupils in raising standards

Commitment to participating in the wider aspects of school life such as special events