



Lady Joanna Thornhill (Endowed) Primary School

Higher Level Teaching Assistant (HLTA)

Job Description

Job Title:	Higher Level Teaching Assistant – Level 1
Grade:	Kent Range Band 6 pro rata
Hours:	33 hours per week, term time only (195 days per year – includes Development Days)

Purpose of Job

The primary focus of the post will be to work under the direction of the teaching team, at designation of the headteacher as part of the professional team, to support learning and teaching activities for pupils. Within an agreed system of supervision the HLTA will deliver lessons set by or with teachers.

To contribute to the wider life of the school in relation to a specialist area (to be confirmed).

The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

Dimensions

Budget: None

Subordinates: Other TAs when designated to support the HLTA in teaching a class.

To work with: Whole classes or groups as designated by the Senior Leadership Team.

Principal Accountabilities

- Organise and manage the learning environment prescribed and assist, when necessary, the teacher to plan teaching and learning objectives to ensure pupil progress.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback to teachers in order to provide evidence of the range and level of progress and attainment.
- Act as a role model promoting good discipline and positive behaviour in line with the school's policies.
- 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.
- Maintain effective liaison with the teaching staff and other external agencies for the support and welfare of the pupils.
- Participate in training and other learning activities as required with the specific requirement of following an extended HLTA course.



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Personal Specifications and Necessary Experience

- Successful relevant experience of working with children of relevant age within a learning environment.
- Have the relevant experience and qualifications necessary to meet the Higher Level Teaching Assistant standards.
- Have GCSE qualifications in Maths/Numeracy and English/Literacy equivalent to at least NVQ2.
- A working knowledge of the relevant policies, codes of practice and legislation.
- A working knowledge and experience of delivering/implementing the national/school's curriculum and other relevant learning programmes.
- Good understanding of child development and the ability to apply behaviour management policies and strategies.
- Be able to work effectively as part of a team but also be able to work independently and under own initiative.
- Must be flexible and have effective time management skills.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.
- Have a creative approach to problem solving.
- Must have excellent communication skills with both children and adults.
- Self critical in order to evaluate and build upon own performance.

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 co-ordinator activities.

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

This HLTA post holder will be working within our Infant or Junior Departments depending on the candidate's relevant experience. However, there may be occasions when they are deployed within any Year Group at the school.

Organisation

Headteacher

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Class Teacher

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Higher Level Teaching Assistant