



Job Description: Higher Learning Teaching Assistant

School:	Goat Lees Primary School
Grade:	Kent Range 5 or 6 depending on experience
Responsible to:	Headteacher and SLT

Purpose of the Job:

To work with teachers to organise and support teaching and learning activities, primarily in Early Years and KS1.

Key duties and responsibilities:

- 1 Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction of a teacher
- 2 Assess, record and report on development, progress and attainment
- 3 Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- 4 Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- 5 Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- 6 Promote pupils' independence, self-esteem and social inclusion

HLTAs in this role may also undertake some or all of the following:

- 1 Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- 2 Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc
- 3 Contribute to the development of policies and procedures
- 4 Provide short-term cover/supervision of classes
- 5 Support the development of other classroom support staff
- 6 Liaise with external agencies on a regular basis
- 7 Invigilate exams and tests
- 8 Be responsible for the presentation of displays
- 9 Participate in break-time/lunchtime supervision including facilitating games and activities
- 10 Assist with escorting pupils on educational visits
- 11 Administer first aid

Safeguarding

- 12 Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- 13 Promote the safeguarding of all pupils in the school

Footnote: Please note this is illustrative of the general nature and level of responsibility of the role of the HLTA. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

**Goat Lees Primary School
Person Specification: HLTA**

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
EXPERIENCE	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience of planning and leading teaching and learning activities (with direction)
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to be flexible and adapt quickly to new situations • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people