



Harrietsham Church of England Primary School

Higher Level Teaching Assistant (HLTA)

Job Description

Vision Statement

We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed, we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

"Nurtured We Flourish"

Our Values

Everything that we do in school is underpinned by our core Christian values and these are the basis for all the experiences we offer our pupils:

Love Forgiveness Fellowship

Job Description: Higher Level Teaching Assistant

Grade: Kent Range 6

Responsible to: Deputy Headteacher

Liaise With: Class Teacher

Main Purpose of Job

To work with teachers as part of a professional team to organise and support teaching and learning activities for pupils, including whole classes. To supervise whole classes, delivering pre-planned lessons, supervising completion of activities during the short-term absence of a classroom teacher. The primary focus is to work with individuals, groups and classes, delivering specified work under the direction of a

qualified teacher. The post holder plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

Key Duties and Responsibilities

- Work with individuals, small groups or classes of children to support their learning.
- Supervise pre-prepared activities and learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
- Use teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Prepare the classroom / outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Deliver specified work to individuals, small groups and classes, modifying and adapting activities as necessary.
- Support pupils to understand and follow instructions allowing development of independent learning and inclusion of all pupils.
- Develop methods of promoting and reinforcing children's self-esteem and social interaction.
- Contribute to the development of an effective and safe learning environment.
- Manage the behaviour of pupils whilst they are undertaking learning in line with the school's behaviour management principles and systems.
- Report back, as appropriate, using agreed procedures on the behaviour of pupils during the class, and any issues arising.
- Assess, record and report on development, progress and attainment, maintaining accurate records regarding progress, areas of development and next steps and providing regular feedback to the teacher / Inclusion Leader.
- Assess the needs of pupils and use skills to support pupils' learning.
- Liaise with staff and other relevant professionals and provide support/advice to meet the needs of pupils.
- Attend meetings, as appropriate, with the Headteacher, SLT, Inclusion Leader, teaching staff and external agencies.
- Maintain a professional and discreet attitude at all times.
- Follow the school's child protection procedures, maintaining confidentiality and sensitivity to pupils needs but having regard to the safeguarding policy and procedures of the school.
- Maintain strict confidentiality with regard to both pupils and staff within and outside of the school.
- Understand and apply the school policies on teaching and learning and behaviour management.

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Higher Level Teaching Assistants at this level may also undertake some or all of the following:

- Assist with break-time / lunch-time supervision, including facilitating games and activities, supporting children to dynamically risk assess their play and supporting children to access the different play types through our OPAL Play offer.
- Assist the class teacher on educational visits and with special events throughout the year.
- Mark pupils learning under the direction of a qualified teacher.
- Support pupils in using basic IT.
- Undertake first aid training and be a part of the first aid team.
- Participate in professional development through training and courses.
- Work with pupils on therapy or care programmes, designed by a therapist / teacher.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as helping with social, welfare and health matters, reporting problems to the teacher as appropriate.
- Assist the Headteacher and staff at the school to implement the School Improvement Plan.
- Any other duties as directed by the Headteacher which are reasonably required for the fulfilment of the role.
- 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.
- Supervise the work and development of other classroom support staff.

This job description may be amended at any time in consultation with the postholder.

Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references.

Harrietsham Church of England Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Headteacher: _____

Date: _____

Postholder: _____

Date: _____