



# St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB

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Tel: 01622 771540 Headteacher: Mrs V Ebdon

## Job Description: Higher Level Teaching Assistant

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### Section 1: Role Overview & Details

Detail	Description
<b>School</b>	St Francis Catholic Primary School
<b>Post Title</b>	Higher Level Teaching Assistant (HLTA)
<b>Grade</b>	KSD
<b>Hours</b>	18.75 hours per week (08:30–15:15 Monday to Wednesday, with a 30-minute unpaid lunch break)
<b>Responsible to</b>	SENCo (Special Educational Needs Coordinator)

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### Section 2: Purpose of Job

The HLTA works closely with teachers and the SENCo to support the learning and development of pupils, individually and in small groups. A core function is planning and leading specialist intervention groups tailored to pupils' needs. Critically, the HLTA will deliver pre-planned lessons across year groups in the absence of the class teacher and for PPA (Planning, Preparation, and Assessment) time, ensuring educational continuity and a positive learning environment. The role also includes supervising pupils during lunchtime to ensure their safety and well-being.

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## Section 3: Key Responsibilities

Responsibilities are grouped for clarity and specificity:

### A. Planning, Teaching & Learning

- Direct Teaching: Independently lead classes for PPA time and in the absence of the class teacher.
- Intervention Planning: Plan, prepare, and deliver programmes of teaching and learning activities to provide tailored support to individuals and/or small groups, modifying and adapting activities as necessary.
- Resource Modification: Prepare and/or modify resources to support pupils with SEND (Special Educational Needs and Disabilities) in accessing the curriculum.
- Goal Setting: Use teaching and learning objectives to plan, evaluate, and adjust lessons/work plans as appropriate within agreed systems of supervision.

### B. Assessment & SEND Support

- Assessment: Utilise the school's assessment tracker to assess pupils' needs, identify learning gaps, and use detailed knowledge to support learning.
- Intervention Impact: Identify, implement, and review the impact of effective interventions.
- Monitoring: Support the SENCo in monitoring and delivering effective Assess Plan Do Review (APDR) Planning.
- Pupil Plans: Implement and assess Individual Development Plans for pupils, such as Individual Educational Plans.
- Provision Maps: Support the SENCo in the updating of Provision Maps.
- Reporting: Assess, record, and report on the development, progress, and attainment of pupils.
- Feedback: Provide detailed feedback to inform Pupil Progress Meetings about the progress and attainment of specific pupils/groups.

### C. Pupil Welfare & Professional Conduct

- Behaviour Management: Support effective behaviour management across the school by following the school's Behaviour and Relationship Policy.
- Pastoral Care: Establish positive relationships with pupils following Nurture and Trauma Informed principles.
- Breaks & Lunchtime: Monitor and supervise students during lunchtime and facilitate effective social interactions following the OPAL approach.
- Personal Care: Assist with pupils' personal needs (toileting, hygiene, dressing, eating). Provide intimate care following the school's 'Intimate Care Policy'.
- First Aid: Provide basic first aid for minor injuries and report serious incidents.
- Liaison: Liaise with staff and other relevant professionals and provide information about pupils as appropriate.

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