

# The Orchard School – Higher Level Teaching Assistant (HLTA) Job Description (KS 2, 3 and 4)



Grade: KSC £20,729.16 (FTE £26,956.00) plus SEN Allowance: £1,541.40  
Hours: 32.5 hours per week Term time only plus 5 CPD days, 8.30am - 3.30pm  
Responsible to: Class Teacher / Phase Leader

## Our Ethos

Everyone Matters. Everyone Cares.

At The Orchard School, we are a therapeutic, inclusive community where relationships come first, behaviour is understood as communication, and every pupil is supported to grow and thrive.

Our work is guided by The Orchard Way and shaped by our values:

Trust, Belonging, Aspiration, Voice, Pride and Curiosity

Everything we do is underpinned by:

Ready-Respectful-Safe

## Purpose of the Role

The Higher Level Teaching Assistant strengthens learning continuity and classroom stability.

HLTAs are skilled practitioners who:

- Deliver structured learning planned by teachers
- Lead the class during PPA and short-term absence
- Maintain consistent routines, expectations and relationships
- Support pupils to remain engaged and successful in learning

This role is central to ensuring that learning remains predictable, consistent and purposeful every day.

## Key Responsibilities

### Learning Delivery

- Lead learning during PPA and short-term teacher absence
- Maintain pace, structure and clarity within lessons
- Ensure pupils understand tasks and remain engaged
- Provide feedback to teachers on learning and progress
- Deliver learning that is planned by the Class Teacher, without responsibility for long-term curriculum planning

## Classroom Consistency

- Maintain established classroom routines and expectations
- Reinforce Ready, Respectful, Safe throughout learning
- Ensure continuity between teacher-led and HLTA-led sessions
- Support smooth transitions and minimise disruption
- Ensure consistency of experience for pupils across the week, regardless of which adult is leading learning

## Behaviour and Relationships

- Model calm authority and emotional regulation
- Recognise behaviour as communication
- Use Therapeutic Thinking approaches to support regulation
- Maintain strong, respectful relationships with pupils
- Protect learning time through consistent responses

## Intervention and Support

- Deliver targeted intervention programmes
- Support pupils to close gaps in learning
- Monitor engagement and impact of interventions
- Share insights with teachers and wider staff

## Collaboration

Work closely with:

- Class Teachers
- Teaching Assistants
- Community Support Partners
- SENDCo and Phase Leaders
- Contribute to a consistent, aligned classroom team
- Support colleagues in maintaining shared expectations

## Safeguarding

- Maintain vigilance at all times
- Follow all safeguarding procedures
- Contribute to a safe and supportive environment for all pupils

## Professional Expectations

HLTAs will:

- Model The Orchard Way in daily practice
- Demonstrate calm, consistent and professional behaviour
- Maintain high expectations for learning and conduct
- Communicate effectively with colleagues
- Be reflective and open to coaching and development

## Accountability

HLTAs are accountable for:

- Effective delivery of planned learning
- Maintaining continuity during teacher absence and PPA
- Supporting pupil engagement and progress
- Maintaining classroom routines and expectations
- Contributing to a consistent learning environment

## Person Specification (Summary)

We are looking for someone who:

- Has experience working within a classroom setting
- Can confidently lead learning when required
- Builds strong, trusting relationships with pupils
- Remains calm and consistent under pressure
- Understands or is willing to learn Therapeutic Thinking approaches
- Works effectively as part of a team

HLTA qualification or equivalent experience is desirable.

## Additional Information

- Training will be provided where required
- Duties may evolve in line with school needs
- All staff must adhere to safeguarding and school policies

This role is about more than supporting learning.

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