

JOB DESCRIPTION	
SCHOOL	All Souls' C of E Primary School
JOB TITLE	Higher Level Teaching Assistant (HLTA)
GRADE	APLc
REPORTS TO	Headteacher/SLT
DATE	June 2026

## JOB PURPOSE

The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

## MAIN DUTIES AND RESPONSIBILITIES

### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) including administering medications after training.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Support class teachers by using effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable and during PPA
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- As part of the lunch team be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained, encouraging safe and fun play.

### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Develop effective professional relationships with colleagues

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents or are unwell

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **As a HLTA:**

- Cover and lead class teaching as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- Observe pupil performance and pass observations on to the class teacher
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Demonstrate understanding of effective teaching methods and how to successfully lead learning activities for a group or class of children
- Demonstrate knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support including learners accessing the curriculum in accordance with the SEND code of practice

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

**collaborate | enrich | trust | innovate | aspire | nurture**

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

**Person specification: Higher Level Teaching Assistant**

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
<b>Qualifications and training</b>	➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	Essential
	➤ First-aid training, or willingness to complete it	Essential
	➤ NVQ Level 3 Teaching Assistant/Learning Support or equivalent	Essential
	➤ HLTA Qualification or willingness to complete course	Essential
<b>Experience</b>	➤ Experience working in a school environment or other educational setting	Essential
	➤ Experience working with children / young people	Essential
	➤ Experience planning and delivering learning activities	Essential
	➤ Experience of completing appropriate Risk Assessments	Essential
<b>Skills and knowledge</b>	➤ Good literacy and numeracy skills	Essential
	➤ Good organisational skills	Essential
	➤ Ability to build effective working relationships with pupils and adults	Essential
	➤ Skills and expertise in understanding the needs of all pupils	Essential
	➤ Knowledge of how to help adapt and deliver support to meet individual needs	Essential
	➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	Essential
	➤ Excellent verbal communication skills	Essential
	➤ Active listening skills	Essential
	➤ The ability to remain calm in stressful situations	Essential
	➤ Knowledge of guidance and requirements around safeguarding children	Essential
	➤ Good ICT skills, particularly using ICT to support learning	Essential
	➤ Understanding of roles and responsibilities within the classroom and whole school context	Essential
	➤ Understanding of effective teaching methods	Essential
➤ Knowledge of how to successfully lead learning activities for a group or class of children	Essential	



<b>Personal qualities</b>	➤ Enjoyment of working with children	Essential
	➤ Sensitivity and understanding, to help build good relationships with pupils	Essential
	➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	Essential
	➤ Commitment to maintaining confidentiality at all times	Essential
	➤ Commitment to safeguarding pupil's wellbeing and equality	Essential
	➤ Resilient, positive, forward looking and enthusiastic about making a difference	Essential
	➤ Capacity to inspire, motivate and challenge children and young people	Essential

Signed (Employee): ..... Dated: .....

Signed (Headteacher): ..... Dated: .....