



Whitehill Primary School

Higher Level Teaching Assistant: Job Description

Higher Level Teaching Assistant (HLTA) Role

To work under the instruction/guidance of senior/teaching staff to deliver quality teaching and learning to help raise achievement for all pupils.

Provide internal cover for whole class teaching.

Duties & responsibilities

Support for pupils:

- To aid pupils to learn as effectively as possible both in whole class situations and group situations
- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement

Support for teachers:

- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of children's progress records;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Assessment and marking of children's work;

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

- Be aware of and comply with the procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;

- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Where appropriate develop a relationship to foster links between home and school;
- Liaise, advise and consult with other members of the team supporting the children as appropriate;
- Contribute to reviews of children's progress as appropriate;
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of children's work as required;
- Undertake other duties from time to time as required by the headteacher.
- Arrangements for appraisal of performance:
- The role of the HLTA will be monitored through the school's performance management programme and by members of the Senior Leadership Group.