



## **JOB DESCRIPTION: HIGHER LEVEL TEACHING ASSISTANT (HLTA)**

**Job title:** Teaching Assistant (HLTA) – whole class based in Key Stage 2

**Salary:** Grade 6-8 dependent on experience £21,575 - £24,294 pro rata FTE

**Hours:** 21-24 hours

**Contract type:** Part time temporary in the first instance

**Reporting to:** Head Teacher/Class Teacher

### **MAIN PURPOSE:**

- 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
- Act as cover supervisor/HLTA when needed in the absence of the teacher if needed

### **DUTIES & RESPONSIBILITIES**

#### **TEACHING & 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)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- 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
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties as agreed with the class teacher

#### **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 e.g. group work
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom for lessons
- Use any allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support/resource the inclusion of pupils in the learning activities

#### **WORKING WITH COLLEAGUES & OTHER 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
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Liaise with/inform the SENco in relation to interventions and child specific support

#### **WHOLE SCHOOL ORGANISATION & DEVELOPMENT:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **SAFEGUARDING & CHILD PROTECTION:**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policies
- Look after children who are upset or have had accidents
- Inform senior staff of any damage, breakages or losses causing potential risk or hazard

#### **PROFESSIONAL DEVELOPMENT/CPD:**

- 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

#### **PERSONAL & PROFESSIONAL CONDUCT**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The TA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The HLTA may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or line manager

January 2024