



HLTA job description

Employment details

Job title	Higher Level Teaching Assistant
Reports to	Headteacher/Deputy Headteacher
Hours of work	36 hours per week/term time plus inset days
Salary	Band G Scp 19 - 24

General duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Provide teaching cover as and when required including regular teaching responsibility as part of PPA cover
- Take a lead role in supporting pupils with SEND.
- Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
- Advise, demonstrate and assist in the safe and effective use of specialist equipment and resources.
- Be proactive in managing pupil behaviour.

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Maintain good working relationships with other staff members and keyholders, including parents and external agencies.
- Share expertise and skills with other staff members.
- Participate in meetings as required.
- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the **headteacher**.
- Work with line managers on timetable arrangements.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENDCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Provide support to pupils in specialist areas of learning as required.
- Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.
- Determine the need for specialist equipment and resources to support pupils' learning.
- Modify teaching and adapt activities to suit pupils' individual needs.
- Identify ways to improve pupil performance.
- Assess, record and report on the progress of pupils and use this information to extend their learning.

Communication and coordination

- Work closely with teaching staff, other TAs and the SENDCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENDCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
- Liaise with the SENDCO regularly to review the progress of individual pupils with SEND and the overall SEND provision in the school.
- Assist in the coordination and provision of interventions for named pupils or groups of pupils.

Professional development

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.
- Undertake line management responsibilities of other TAs where appropriate.
- Be responsible for disseminating training to other TAs and teaching staff as appropriate.
- Act as a point of contact for other professionals, e.g. speech and language therapists, specialists and parents.