



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

## Job Description

### Higher Level Teaching Assistant





**JOB TITLE:** HLTA  
**REPORTS TO:** Headteacher, Class Teacher, SENCo  
**BAND:** Grade C

#### **JOB PURPOSE**

- To supervise classes in the event of short-term absence of teachers
- To manage and supervise pupil behaviour
- To contribute to the maintenance of effective school administration.

#### **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity & Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

#### **PRINCIPAL ACCOUNTABILITIES**

- Undertake whole class supervision of work that has been set in accordance with the school policy.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Responding to any questions from pupils about process and procedures.
- Providing feedback to the classroom teacher on the pupil's progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Be involved in extracurricular activities, e.g. open days, presentation evenings.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: ..... Date: ..... Name in full: .....

**HLTA**

**Person Specification**

|  |   |   |
|--|---|---|
| <b>Qualifications &amp; Experience</b> | Specific qualifications and experience        | Successful experience working with children in a school environment<br>Educated to NVQ Level 4 in learning support, equivalent qualification/experience   |
|  | Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the school  |
|  | Literacy                                      | At least English GCSE (A-C) level or equivalent   |
|  | Numeracy                                      | At least Maths GCSE (A-C) level or equivalent   |
|  | Technology                                    | Good working knowledge of ICT to support learning   |
| <b>Communication</b>                   | Written                                       | Ability to write detailed reports and letters   |
|  | Verbal  | Ability to use clear language to communicate information unambiguously<br>Ability to listen effectively   |
|  | Languages                                     | Overcome communication barriers with children and adults  |
|  | Negotiating                                   | Ability to negotiate effectively with adults and children   |
| <b>Working with children</b>           | Behaviour Management                          | Ability to demonstrate effective implementation of the school's behaviour management policy and strategies, which contribute to a purposeful learning environment.  |
|  | SEN   | Ability to understand and support children with developmental difficulty or disability.   |
|  | Curriculum                                    | Detailed understanding of the school curriculum<br>Good working knowledge specialist curriculum areas such as numeracy and literacy   |
|  | Child Development                             | Good understanding of the general aspect of child development<br>Ability to assess progress and performance and recommend strategies to support development<br>Motivate, inspire and have high expectations of pupils |
|  | Health & Wellbeing                            | Understand and support the importance of physical and emotional wellbeing   |
| <b>Responsibilities</b>                | Organisational skills                         | Good organisational skills<br>Ability to remain calm under pressure   |
|  | Line Management                               | Ability to manage and support the work of others  |
|  | Time Management                               | Ability to manage own time effectively<br>Ability to adapt quickly and effectively to changing circumstances/situations   |
|  | Creativity                                    | Demonstrate creativity and an ability to resolve routine problems independently   |



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|                |                                 |   |
|----------------|---------------------------------|---|
| <b>General</b> | Equalities                      | Awareness of and commitment to equality                                 |
|                | Health & Safety                 | Good understanding of Health & Safety                                   |
|                | Child Protection                | Good understanding of and implementation of child protection procedures |
|                | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality       |
|                | CPD                             | Demonstrate a clear commitment to develop and learn in the role         |