

Job Description

Post: Higher Level Teaching Assistant (HLTA)/Learning Mentor

Responsible to: Class Teacher/Deputy Headteacher/ Headteacher

Core Purpose

Under the guidance of senior staff, support the learning and well-being of pupils by:

- Assisting teachers in raising pupil progress and attainment and facilitating access to the curriculum.
- Providing in-class or small group support to enhance pupils' learning experiences.
- Providing teaching cover for classes, using strong subject knowledge to deliver learning.
- Addressing pupils' academic and behavioural needs to help them reach their full potential.
- Contributing to improved attendance, behaviour, and reduced exclusions.
- Managing behaviour provision and pupil attendance.
- Promoting pupils' independence, self-esteem, and social inclusion.

Key Responsibilities

Pupil Support

- Providing individual or group mentoring to students needing extra support.
- Develop and implement personalised action plans for pupils with emotional, social, or behavioural challenges.
- Monitor, track and evaluate pupil progress to foster positive outcomes.

Academic Mentoring

- Work with teachers to adapt learning strategies for pupils, to help them to engage with the curriculum and support their progress.
- Help pupils to develop effective learning habits and behaviours.
- Maintain good order and discipline among pupils, managing behaviour effectively, in line with the school's Behaviour Policy, to ensure a productive and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating, orderly and safe learning environment.

Behavioural & Emotional Support

- Assist in managing behaviour and promoting positive attitudes.
- Provide a safe space for pupils to express their concerns and experiences impacting their school experience.
- Help students develop coping strategies for stress and anxiety.

Teaching Cover

- Deliver lessons according to lesson plans, covering classes during teacher absence or PPA/leadership time.
- Work closely with teachers to implement agreed teaching and learning strategies.

Parental & Family Engagement

- Build strong relationships with parents and carers to ensure holistic pupil support.
- Communicate regularly with families to discuss pupil progress and set goals.
- Signpost families to external support services when needed.

Teaching & Learning

- To cover lessons and lead class teaching when a teacher is unavailable. Undertake any other relevant duties given by the class teacher.
- Use effective behaviour management strategies and follow the school's Behaviour Policy.
- Promote, support and facilitate inclusion by encouraging participation of all pupils, including those with special educational needs and disabilities (SEND).
- Support teachers in maintaining discipline and a positive learning environment.
- Organise resources and teaching spaces to ensure a safe and stimulating environment.

Planning & Assessment

- Contribute to the monitoring and assessment of pupil progress.
- Follow lesson plans provided by teachers.

Collaboration

- Work with teachers, SENCO, and senior leaders to identify and support pupils' needs.

- Participate in multi-agency meetings to discuss pupil welfare and progress.
- Engage with external agencies (e.g., educational psychologists, social services) to provide pupil support.

Administrative Duties

- Maintain records of interactions with pupils, parents, and staff.
- Track and report the impact of interventions.
- Assist in initiatives to support pupil well-being.

Health & Safety

- Ensure the safety and well-being of pupils, following safeguarding policies, including Keeping Children Safe in Education (KCSIE).
- Provide first aid and emotional support as needed.

Professional Development

- Stay updated with relevant knowledge and skills through reflection and training.
- Participate in school's appraisal and professional development processes.

Safeguarding

- Comply with safeguarding policies and promote pupil safety.

Other Responsibilities

- Adhere to school policies and the staff code of conduct.

Please note, 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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.