

# Higher Level Teaching Assistant (HLTA)

## Job Description



Responsible to: Headteacher

### **Core Purpose:**

- To work independently providing subject leader time to class teachers and cover with a significant commitment to whole class teaching.
- To work collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims.

### **Responsibilities**

- The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SLT and class teachers to fulfil the following responsibilities:
- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes according to the timetable.
- Also to provide short-term cover within any age group in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with Academy policy.
- Motivate and progress pupils' learning following school policies and guidance from class teachers
- Organise and safely manage the appropriate learning environment and resources.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work.
- Use therapeutic behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request.
- In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and School Teachers' Pay and Conditions Document.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.