

JOB DESCRIPTION

HIGHER LEVEL TEACHING ASSISTANT

GRADE: 4

Line Manager: Headteacher or Deputy Headteacher

LEVEL DESCRIPTION

Higher Level Teaching Assistants are expected to carry out 'specified work' from the Education (Specified Work and Registration) (England) Regulations 2003.

In order to work as a HLTA, it is desirable that post holders hold qualified HLTA status or equivalent.

The post holder must have the ability to work with the whole class and will be expected to have considerable expertise and classroom experience.

Although duties involve the interpretation of recognised procedures or guidelines, post holders will be expected to use considerable initiative and contribute to planning over the short and medium term.

The work will involve responding independently to unexpected problems and situations. The post holder has access to a line manager for advice and guidance on unusual or difficult problems.

DUTIES AT THIS LEVEL

Support for pupils and the teacher

The work will involve primarily covering for the class teacher, with whom you work regularly and where you are familiar with the work of the class:

- planning and preparing lessons for pupils under the supervision/direction of a qualified teacher;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils;
- reporting on the development, progress and attainment of pupils;
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General support for pupils

- Undertake a range of other tasks like to support learning e.g. supporting literacy and numeracy work, listening to reading etc.
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs

- As appropriate, look after sick/upset pupils and attend to physical needs
- Undertake first aid

Support for the teacher

- Maintain and collate records of pupil needs and progress
- Assist teaching staff to ensure that the aims and objectives of the school are achieved

Support for the curriculum

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum e.g. organise and schedule pupils' annual review meetings
- Support implementation of Government initiatives under the direction of the teacher

Support for the school

- Attend and contribute to SEN and other review meetings if required by the Head Teacher and where appropriate, disseminate information to other Teaching Assistants
- Attend and contribute to school Professional development days and staff meetings as required

Safeguarding

- Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.