

Thomas A' Becket Infant School
Higher Level Teaching Assistant – Job Description (Feb 2025)



Job Purpose:

To complement the work of teachers and / or SENDco by taking responsibility for agreed learning activities and the teaching of whole classes under an agreed system of supervision. This may involve:

- Planning
- Preparing and delivering lessons and learning activities for whole classes or small groups
- Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Duties:

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Deliver high quality learning opportunities for pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom/outdoors
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward school values
- Provide feedback to pupils in relation to progress and achievement
- Support pupils consistently whilst recognising and responding to their individual needs

Support for the Teacher / SENDCo

- Organise and manage an appropriate learning environment and resources including the provision of planning and resources as required
- Within agreed system of supervision, deliver challenging teaching & learning objectives evaluating and adjusting lessons/plans as appropriate and providing feedback to the teacher
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons systematically
- Follow the schools agreed policies including:
 - Teaching & Learning Policy
 - Behaviour Policy
 - Child Protection Policy
 - Safeguarding Policy
 - Feedback Policy
- Support the role of parents in pupils' learning and provide feedback to parents as required in relation to learning, behaviour, health, safeguarding etc after discussion with class teacher
- Monitor and evaluate pupils' learning
- Liaise between teachers, TAs and other school staff as necessary

Support for the Curriculum

- Deliver school, local and national learning strategies (e.g. National Curriculum, phonics scheme, EYFS curriculum, WSCC RE scheme) and make effective use of opportunities provided by other learning activities to support the development of pupil's skills.
- Deliver learning activities to pupils within agreed system of supervision adjusting activities according to pupil's responses/needs

- Use IT effectively to support learning and develop pupils' competence and independence in its use
- Select and prepare resources to lead learning activities taking account of pupil's needs, interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting any concerns to the appropriate person
- Be aware of and support differences to ensure all pupils have access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training as required
- Recognise own strengths and areas of specialist expertise using these to lead, advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend class-based learning
- Be flexible and ready to adapt

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

I confirm I have read and understood the above job description

Signed Date

Person Specification

Job Title: Higher Level Teaching Assistant (HLTA)

Reporting To: Headteacher/Deputy Headteacher

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none">• HLTA NVQ Level 4 qualification or Qualified Teaching status• Willingness to undertake further relevant study or training• Experience of working with pupils in a school environment	<ul style="list-style-type: none">• Recent experience of working as a HLTA within EYFS & KS1
Knowledge	<ul style="list-style-type: none">• Demonstrable the knowledge and understanding to be able to help pupils make progress with their learning relating to a specialist area, which could be subject based or linked to a specific role (e.g. in support of an age phase or pupils with particular needs)• Familiar with the school curriculum, age-related expectations of pupils, the main teaching methods, and assessment frameworks.• Understand the aims, content, teaching strategies and intended outcomes for the lessons, and understand the place of these in the related teaching programme.• Know the key factors that affect the way pupils learn and promote inclusion and acceptance of all pupils within the classroom.• Aware of the statutory frameworks relevant to their role.• Know the legal definition of Special Educational Needs & Disability (SEND), and familiar with the guidance about meeting special educational needs given in the SEND Code of Practice.• Utilise a range of strategies to establish a purposeful learning environment and to promote positive learning, behaviour and relationships.	
Skills and Abilities	<ul style="list-style-type: none">• Ability to use ICT to advance pupils' learning and use common ICT tools for their own and pupils' benefit.• Ability to work collaboratively as part of a large team• Ability to use a variety of interpersonal skills and strategies to establish supportive	

	<p>and positive relationships with colleagues, pupils, parents, and carers.</p> <ul style="list-style-type: none"> • Ability to remain professional and always maintain confidentiality 	
<p>Work-related Personal Requirements</p>	<ul style="list-style-type: none"> • Flexibility in carrying out duties • Ability to stand for long periods of time and bend when working with children 	

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process, and it may be subject to modification or amendment at any time after consultation with the holder of the post
3. Because of the nature of this job, if you are successful in your application, you will be subject to a Disclosure and Barring Service (DBS) check before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands, or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.
5. The post holder is required to respect the confidentiality of all matter relating to the school, pupils and staff
6. The post is subject to the satisfactory completion of a 6-month probation period. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.