



Job Description - HLTA

Post title:	Higher Level Teaching Assistant
Salary scale:	Level 3 or 4 (max point of SCP 26)
Contract Type:	Full time (32.5 hours per week, 39 weeks per year)
Contract term:	Permanent
Reporting to:	Headteacher

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities.
- Contribute to the planning and preparation of learning activities.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Monitor pupil care needs and ensure the teaching assistant team contribute support effectively and in line with good practice.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, providing additional support for groups of children as agreed.
- Provide additional tuition for children who need extra support with ICT.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment
- Ensure other teaching assistants have the appropriate skills to make best use of ICT.

3. Support for the teacher

- Provide support in evaluating pupil progress and development.
- Contribute to the development of IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Provide guidance to teaching staff in the effective deployment of teaching assistants.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the Headteacher in ensuring that the whole school provides a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Contribute to the development of less experienced teaching assistants
- Act as a mentor and role model for other teaching assistants.
- Provide advice and guidance to teaching assistants on best practice and practical problem-solving.
- Make suggestions for school events and take a leading role in organising them as agreed.
- Work in line with school policy, vision and procedure, in particularly those in regard to the safeguarding of children.

'The roots to grow, the path to follow and the wings to fly'



The Church of England
Diocese of Ely