



Higher Level Teaching Assistant (HLTA)

1. MAIN PURPOSE

HLTAs:

- work with class teachers to raise the learning and attainment of pupils.
- promote pupils' independence, self-esteem and social inclusion.
- give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- provide Preparation, Planning and Assessment (PPA) cover with a significant commitment to whole class teaching.

2. MAIN RESPONSIBILITIES

Whole School

- To maintain a positive and professional approach and to maintain confidentiality at all times.
- To work as part of the whole class team, carrying out tasks designated by the headteacher and SENDCO as well as the class teacher.
- To assist the teacher in ensuring the health and safety of children.
- To assist the teacher in developing good communication with the parents and carers.
- To support school policies, especially with regards to behaviour management.
- To assist teachers in auditing and organising curriculum resources.
- To see problems as challenges and to deal with them in a positive way.

Teaching and Learning

- To cover and lead class teaching e.g. Weekly PPA.
- Support the work of the teacher to increase the progress and achievement of all pupils. including, where appropriate, those with special educational needs and disabilities (SEND).
- Under the clear guidance of the class teacher, to implement structured learning activities and to assist individual/group of pupils to complete tasks.

- Encourage the participation of all pupils in learning and extra-curricular activities.
- Use effective behaviour management strategies, consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage the teaching space, teaching materials and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- To participate in staff development activities
- Undertake any other relevant duties given by the class teacher

Pupil Support

- To assist in carrying out individual and group interventions, including literacy and numeracy.
- To accompany the pupils on school visits and be aware of difficulties encountered in unfamiliar surroundings.
- To support the pupils in gaining self-confidence and independence through encouragement and reassurance.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification

Unless otherwise stated, all qualities are essential.

CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths.• Additional HLTA training and qualifications (<i>Desirable</i>)
Experience	<ul style="list-style-type: none">• Experience of working in an infant/ primary school.• Experience of working with children.• Experience of planning and leading teaching and learning activities (i.e. providing cover).
Skills and Knowledge	<ul style="list-style-type: none">• Understanding of effective teaching methods.• Knowledge of how to successfully lead learning activities for a group or class of children.• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.• Good literacy and numeracy skills.• Good organisational skills.• Ability to build effective working relationships with pupils and adults.• Knowledge of how to help adapt and deliver support to meet individual needs.• Excellent verbal communication skills.• Ability to work as part of a team and to be flexible in their approach to daily routines.• The ability to remain calm in stressful situations.• Knowledge of guidance and requirements around safeguarding children• Good ICT skills, particularly in using ICT to support learning.

**Personal
Qualities**

- Enjoyment of working with children.
- Sensitivity and understanding.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding pupil wellbeing and equality.
- Resilient, positive, forward looking and enthusiastic about making a difference.
- Capacity to inspire, motivate and challenge children.