



Generic Job Description HLTA

Job Title:	HLTA
Grade:	Grade 5 (points 13 - 16)
Reports To:	Principal/Teacher

Main purposes of the job

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for Teachers.
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Responsibilities and Roles

Support for pupils

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To deliver and support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEHCP) targets and to reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of the curriculum and national strategies.
7. To undertake monitoring and assessment of pupils' work.
8. To provide feedback to pupils in relation to their progress and achievement.

Support for the teacher

9. To be involved in display work around the school and to direct others as necessary.
10. To monitor and evaluate pupils' responses to learning activities and note their progress towards targets.



Generic Job Description HLTA

11. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
12. Support the evaluation of pupils' progress using a range of assessment techniques.
13. To contribute effectively to teachers planning and preparation of lessons.
14. To contribute to maintaining and analysing records of pupils' progress.
15. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

Support for the school

16. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
17. Administer and invigilate exams/tests.
18. Deliver 'out of school' learning activities e.g. field trips within guidelines established by the school.
19. To attend relevant meetings and participate in training and development opportunities as appropriate.
20. Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
21. Use expertise to advise and support others as appropriate.
22. To adhere to the school health and safety policy including risk assessment and safety systems.
23. To adhere to school policies and the Trust's Ethos Policy.

Support for the curriculum

24. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
25. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
26. To undertake broadly similar duties commensurate with the level of the post as required by the Principal.



Person Specification – HLTA Level 1

Criteria	Requirement Level	Evidence*
HLTA status or equivalent qualification or experience.	Essential	A/I
Experience of working with relevant age group within a learning environment.	Essential	A/I
Experience of working with children with additional learning needs.	Essential	A/I
Excellent level of literacy and numeracy skills or qualifications to NVQ level 2 English and Maths.	Essential	A/I/T
Specialist training in relevant learning strategies in appropriate curriculum or learning area		
Experience of general clerical work/administrative work.	Essential	A/I
Able to work collaboratively and cooperatively with colleagues	Essential	A
Ability to communicate clearly and concisely both orally and in writing.	Essential	A/I
Ability to successfully complete first aid training as required.	Essential	A/I
Ability to work well as part of a team.	Essential	A/I
An understanding of classroom roles and responsibilities.	Essential	A/I
Ability to relate well to children and adults to build and maintain effective relationships.	Essential	A/I
Good working knowledge of national curriculum.	Essential	A/I
An ability to understand the principles of child development and learning processes and in particular barriers to learning	Essential	A/I/T
Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupils progress.	Essential	A/I
Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation	Essential	A/I
Understand range of support services and other agencies as appropriate.	Essential	A/I
Ability to plan effective actions for pupils at risk of underachieving	Essential	A/I
Ability to provide necessary personal care to children	Essential	A/I
Ability to use ICT effectively to support learning	Essential	A/I
High degree of energy, resilience and enthusiasm	Essential	A/I



Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively.	Essential	A/I
To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Essential	A/I
Awareness of Health and Safety requirements within a school setting.	Desirable	A/I
Commitment to professional development, learning and development to improve own practice/knowledge.	Essential	A/I

***Evidence Key:**

A = Application Form I = Interview T = Task/Test