



# Cedarwood Primary School

## Higher Level Teaching Assistant (HLTA)

### Job Description and Person Specification

#### **Main Duties and Responsibilities**

As a Higher Level Teaching Assistant at Cedarwood Primary School you will:

- Be an excellent Higher Level Teaching Assistant who can bring out the very best in all pupils.
- Deliver high-quality learning across the primary age range to support pupils in achieving excellent outcomes.
- Cover classes across the school, including at short notice, ensuring continuity of learning and high expectations.
- Work effectively with teachers to plan, prepare and deliver learning activities.
- Contribute to assessment processes and support the monitoring of pupil progress.
- Provide effective feedback to pupils and staff to support learning and achievement.
- Promote inclusion, acceptance and self-esteem for all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs, including pupils with SEND.
- Establish positive, respectful and trusting relationships with pupils and their families.
- Act as a positive role model and promote high standards of behaviour in line with the school's behaviour policy.
- Demonstrate a secure understanding of the National Curriculum and age-related expectations across the primary phase.
- Deliver interventions and targeted support programmes to individuals and groups of pupils.
- Observe, assess and record pupils' learning and development.
- Support teachers in maintaining accurate assessment information and pupil records.
- Create and maintain engaging and purposeful learning environments.
- Prepare, organise and maintain learning resources and equipment.
- Ensure pupils' safety, welfare and personal needs are met where required.
- Work closely with teachers and other professionals to meet pupils' individual needs.
- Respond flexibly and independently to unexpected situations and challenges.
- Uphold safeguarding, health and safety, confidentiality and data protection procedures.
- Participate fully in meetings, training, professional development and appraisal activities.
- Contribute positively to the ethos and wider life of the school.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Undertake playground supervision and associated professional duties as required.
- Maintain professional standards both in school and online, reflecting the values of Cedarwood Primary School.

# Person Specification

## Qualifications

### Essential

- Good personal academic record including English and Maths GCSE Grade C/4 or above (or equivalent).

### Desirable

- HLTA Status or recognised HLTA qualification.
  - Relevant qualification in education, child development or learning support.
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## Experience

### Essential

- Recent experience working within a primary school setting.
- Experience of covering classes across the primary age range.
- Experience of supporting pupils with SEND.
- Experience of contributing to pupil assessment and progress monitoring.
- Experience of promoting positive behaviour and engagement in learning.

### Desirable

- Experience of leading interventions and targeted support programmes.
  - Experience of working across EYFS, Key Stage 1 and Key Stage 2.
  - Experience of supporting pupils with additional social, emotional or behavioural needs.
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## Training

### Essential

- Relevant professional development relating to teaching and learning.
- Commitment to ongoing personal and professional development.

### Desirable

- HLTA training.
  - Training in SEND, behaviour support, safeguarding or intervention programmes.
  - First Aid qualification.
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## Knowledge, Skills and Attributes

### Essential

- Excellent communication skills.
  - Commitment to inclusion and achieving the best outcomes for all pupils.
  - Ability to build excellent learning relationships with children.
  - Secure understanding of the National Curriculum and primary education.
  - Excellent teaching and learning support skills.
  - Ability to support learners of all abilities, including pupils with SEND.
  - Excellent numeracy, literacy and communication skills.
  - Excellent organisational and administrative skills.
  - Ability to use IT effectively.
  - Ability to transfer theory and training into effective classroom practice and demonstrate strong problem-solving skills.
  - Ability to assess pupils' learning and provide effective feedback.
  - Ability to engage pupils in learning and motivate them to achieve their best.
  - Excellent time management and teamwork skills.
  - Ability to manage children's behaviour positively and consistently in line with school policy.
  - Understanding of the importance of confidentiality and professional conduct.
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### Personal Qualities

- Well-motivated, calm and hardworking.
  - Highest level of integrity.
  - Reliable, positive and flexible.
  - Able to use initiative and work independently when required.
  - Excellent interpersonal skills.
  - Enthusiastic and committed to supporting children to thrive.
  - Dedicated to maximising the success and wellbeing of all pupils.
  - Committed to the values and ethos of Cedarwood Primary School.
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### Other

- Willing to take an active part in the life of the school.
- Able to work across the primary age range.
- Committed to safeguarding and promoting the welfare of children.
- Willing to undertake further training and professional development as required.
- Job share applications will be considered.