



## Higher Level Teaching Assistant Job Description

Grade 4 – (SCP 9 to 12)

*Whilst the line management arrangements vary from school to school, it is likely that the post holder will report to one of the following:*

**Class Teacher / SENCo / Headteacher / Deputy Headteacher**

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### 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 Trusts Standards for Higher Level Teaching Assistants.
  - To be involved in planning and preparing work and support programmes to individual or groups of pupils.
  - Under an agreed system of direction and supervision carry out timetabled PPA cover and absence cover for class Teachers.
  - To advance pupils' learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.
  - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
  - To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
  - To promote and contribute to the achievement of both the Trust and school's aims and values.
  - See also Teaching Assistant and HLTA Professional Standards Documents.
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### Main responsibilities and tasks

**(in addition to the responsibilities and tasks outlined in the 'Teaching Assistant' Job Description)**

#### Support for pupils

1. To build a 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 (IEP) targets and to reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To undertake monitoring and assessment of pupil's work and to provide feedback to pupils in relation to their progress and achievement.

## Support for the teacher

1. To monitor and evaluate pupil's responses to learning activities and note their progress towards targets.
2. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
3. Support the evaluation of pupils' progress by marking pupils' work and using a range of assessment techniques.
4. To contribute effectively to teachers planning and preparation of lessons.
5. To contribute to maintaining and analysing records of pupil's progress.
6. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

## Support for the school

7. Comply and assist with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting concerns to the named/appropriate person.
8. To provide where required whole school first aid cover.
9. Provide mentoring support for other Teaching Assistants if requested.
10. To attend relevant meetings and participate in training opportunities and professional development as required. To self-evaluate personal learning needs and actively support learning opportunities.
11. Establish constructive relationships and communicate with parents/other agencies/professionals in liaison with the Teacher to support the achievement and progress of pupils.
12. To act as the competent lead where the Headteacher has deemed appropriate for visits, trips and out of school visits as required.
13. Use expertise to advise and support other adults in briefing and training sessions as appropriate.
14. To adhere to the school health and safety policy including risk assessment and safety systems.
15. To adhere to school policy on equality and diversity.
16. To adhere to all Trust and school policies and procedures (list shared at induction).

## Support for the curriculum

17. Use ICT effectively to support learning activities and develop pupil's competence and independence in it's use.
18. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.

## Safeguarding Responsibilities

17. To understand the safeguarding responsibilities which are part of your employment and your role.
18. To adhere to all safeguarding policies and procedures at all times (both Trust and statutory).
19. To act and always be seen to act in the child's best interests.
20. To avoid any conduct which would lead any reasonable person to question your motivations and intentions.
21. To take responsibility for your own actions and behaviour.

22. To undertake and complete all safeguarding training as required and to ask questions if you do not understand your responsibilities.

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Each Orwell Multi Academy Trust school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others maybe engaged on a narrower range of tasks.

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**Signature of Headteacher:** .....

**Date:**

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**Signature of post holder:** .....

**Date:**

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