



Job Profile
Higher Level Teaching Assistant
(HLTA)



Job Title:	Teaching Assistant – Higher Level
Reference No.:	MN67
Grade:	5
Responsible for:	6 – 15 Teaching Assistants

Purpose

- ♦ To collaborate with teaching/senior staff in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher/senior member of staff

Main Responsibilities

- ♦ Supporting & Delivering Learning - To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term both planned and unplanned for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.
- ♦ Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training
- ♦ Behaviour/Guidance/Support – under an agreed system of supervision take a lead role within the school to address the needs of pupils in social, emotional well being and inclusion
- ♦ Curriculum Resource Support – Manage specialist curriculum/resource function which includes allocation and monitoring of work of teaching assistants, line management, training and appraisal of teaching assistants and to lead on discrete/specialist areas responsible for design and delivery of support requiring advanced level of knowledge
- ♦ Admin & Organisation – organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support service including coordination and delegation of relevant activities.



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Specific Tasks

- ◆ Teaching Assistants at this level are expected to provide specialist support on at least one of the following:
 - To pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - To pupils where English is not their first language
 - To gifted and talented pupils
 - To all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject)
- ◆ Management of resources
- ◆ Support special projects
- ◆ Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- ◆ Responsible for the provision of out of school learning activities within guidelines established by the school



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Person Specification

Knowledge/Education

- ♦ Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- ♦ Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- ♦ First Aid Training
- ♦ Training in relevant learning strategies
- ♦ Specialist skills/training in curriculum or learning area
- ♦ Understanding of statutory frameworks relating to teaching
- ♦ Good understanding of child development and learning processes

Experience

- ♦ Experience working with groups/whole classes of children of different ages in a learning environment

Policies Procedures

- ♦ To comply with and review and revise all school policies and procedures relating to safeguarding, health, safety and security, behaviour & anti-bullying, confidentiality and data protection, reporting all concerns to an appropriate person
- ♦ Develop and monitor IEPs
- ♦ Production of lesson plans, worksheet, etc
- ♦ Take lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc

Systems/Applications

- ♦ Proficient in the use of IT to support school systems
- ♦ Can use ICT effectively to support learning and develop pupils' competence and independence in its use

To be reviewed annually as part of the Performance Management programme.

Signed

Date