



Position: - Higher Level Teaching Assistant:

Job Title:	Higher Level Teaching Assistant:
Hours:	Full and part time positions, term time. You will also be required to attend staff meetings during the academic year.
Contract Type:	Permanent
Salary:	Up to £15,000 - depending on experience and qualifications.
Responsible to:	Class Teacher, Assistant Head Teacher and Head Teacher

Job Description:

We are looking to appoint a permanent full and part time HLTA who is passionate, hard working, and versatile to join our busy team. To carry out professional duties and to have responsibility for an assigned classes.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

General Main Duties and Responsibilities:

- Able to cover classes at short notice on occasions.
- Develops positive relationships with all children and staff and is a real team player.
- Works closely with the class teacher but also uses their own initiative to support teaching and learning.
- Can adapt learning if necessary to extend or support individual children.
- Promotes positive self-esteem and independence skills
- Shows a commitment to equal opportunities.
- Demonstrates good communication skills.
- Brings energy and enthusiasm to the role.
- To be the HLTA in the school, under the direction of the class teacher, having regard to the curriculum for the school, promote the development of the abilities of the pupils in the class
- Work as a member of a team, liaising with colleagues and be prepared to be flexible
- Support the class teacher with the planning and preparing lessons as and when required.
- Teaching all the pupils in the class, according to their educational needs.
- Assessing, recording and reporting on the development, progress and attainment of pupils to the class teacher
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them
- Communicating and co-operating with persons or bodies outside the school and participating in meetings arranged for any of the above purposes as and when required
- Contributing to oral and written assessments and reports relating to individual pupils and groups of pupils as and when requested by the class teacher
- Share responsibility with other staff for display/organisation in central areas.
- Co-ordinating activities and resources for a curriculum area, and supporting the class teacher in the delivery of this area as and when required
- Coordinating and leading a subject throughout the school.
- Maintaining good order and discipline among pupils and safeguarding their health and safety when in school and when on outings
- Participate in staff meetings, which relate to the school curriculum, administration or

organisation of the school, including pastoral arrangements

- Taking part in school events and activities that can be run in the evenings or at the weekends
- Be aware of and show responsibility for the promotion of the overall aims and objectives of the school.
- Support and model the school values.
- Establish a stimulating and challenging classroom environment.
- Establish a safe, orderly, welcoming environment of a high quality, which supports learning, and in which pupils feel secure, safe and confident.
- Establish a suitable classroom routine and atmosphere to maximise independent learning.
- Ensure a high standard of classroom organisation with readily accessible and well-maintained resources.
- Have good subject knowledge of all curriculum subjects taught in the school.
- Plan opportunities to contribute to pupil's personal, spiritual, moral, social and cultural development.
- Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that learning objectives are met, and best use is made of individual teaching time.
- Maintain high standards of behaviour expectation within the classroom and school.

Higher Learning Teaching Assistant – Person Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Qualified HLTA level 4 Status • GCSEs in English and Math grades A*/9 – C/4 or equivalent • First Aid trained • Safeguarding knowledge and training • Teaching experience for more than one year 	<ul style="list-style-type: none"> • Evidence of personal commitment to continuous professional development
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Teaching experience • Ability to demonstrate good knowledge of the National Curriculum • Proven record of sustained, effective teaching and learning • Knowledge of the characteristics of effective teaching and learning • Experience of using a range of strategies to meet individual learning needs • Understanding of a range of diverse and additional Special Educational Needs • Knowledge of statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND and Child Protection. • Knowledge of behavioural and motivational strategies to promote consistent behaviour and discipline • Experience of working at a whole-school level 	<ul style="list-style-type: none"> • Experience of providing extra-curricular clubs • Involvement in self-evaluation and development planning

Physical:	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995	
Personal Qualities:	<ul style="list-style-type: none"> • Demonstrate effective classroom practice and thorough planning, demanding expectations, clear targets for learning and effective use of assessment • Ability to use ICT for teaching, learning, assessment and record keeping • Ensure high levels of pupil interest and motivation • Make warm and open relationships with adults and children • Work as an effective team member to ensure the delivery of high quality teaching and learning • Promote consistent behaviour and discipline • Committed to safeguarding and promoting the welfare of children • Have good personal organisation • Be positive, creative and energetic • Communicate effectively both verbally and in writing, to a variety of stakeholders • Committed to continuing professional development • Record of reliability, punctuality and have a good health record • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to prioritise and work to deadlines • Ability to influence and negotiate • Good record-keeping skills • Knowledge of assessment for learning, use of developmental marking and feedback • Willing to be fully involved in the life of the school community. 	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to inform provision planning • Involvement in self-evaluation and development planning

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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