



<b>Job Description</b>	
<b>School</b>	St Sebastian's CoE Primary School
<b>Job Title</b>	Higher Level Teaching Assistant (HLTA)
<b>Employment Status:</b>	Fixed Term Contract
<b>Salary Scale</b>	Scale 5 – SCP Point 12-17
<b>Hours of Work:</b>	31.25 hour per week – 4 days per week Monday – Thursday 08:30-3:15

**Job Purpose**  
To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

**Personal Qualities**  
You need to have:

- A passion for our school's vision and values
- High expectations for all pupils so that they are motivated and inspired
- Warmth, care and sensitivity in dealing with children
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- A sense of responsibility
- The ability to use initiative when the need arises
- A good sense of humour
- Flexibility for change

You need to be:

- Committed to the development and well being of both children and staff
- Time efficient when carrying out tasks
- A well organised, self motivated person who enjoys working as part of a team

**Skills / Abilities**  
You must be able to:

- Communicate effectively with both children and adults
- Develop and maintain good professional relationships

<b>Organisation chart</b> <pre>graph BT; HLTA[HLTA] --&gt; CT[Class Teacher]; CT --&gt; HS[Head of School]</pre>	<b>Summary of main contacts</b> Teachers Pupils Parents Other school and trust staff Other professionals
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## **Higher Level Teaching Assistant**

### **Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

### **Main responsibilities**

- To be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld
- If required, due to the nature of the cover, plan lessons and prepare resources to teach to the class
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self-esteem
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To provide feedback to pupils in relation to progress and achievement
- Develop effective professional relationships with all key stakeholders including colleagues/parents/trust staff/external bodies and the wider community where appropriate.
- Demonstrate consistent high standards of personal and professional conduct, acting within the code of conduct which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school and trust.
- To maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each pupil.
- To establish a supportive and trusting relationship with pupils.
- To be aware of pupils' individual needs and the strategies most useful for addressing them.
- To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
- To contribute to review meetings and monitoring procedure (where necessary)
- To meet the physical needs of pupils as required whilst encouraging independence.
- To follow any recommendations in pupils' behaviour/learning/support plans as directed by the class teacher and/or SENDCO.
- To help pupils develop organisational skills and become independent learners.

### **General Duties**

- To attend playground and lunchtime duty when required to do so.
- To carry out other duties as requested by the Head of School from time to time.
- To participate where possible in in-service training, including occasional staff meetings as and when appropriate.
- To maintain confidentiality with regards to personnel and pupil information

### **Safeguarding**

- Be committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person
- To adhere to all safeguarding policies, practices and expectations including online safety.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

