



## JOB DESCRIPTION

Current Job Holder:	
Grade:	Grade 12 Point 12 - 19
School:	Huish Episcopi Primary School
Job Title:	Higher Level Teaching Assistant
Reports To:	Headteacher
<b>Main Purpose of Job:</b>	
To meet all academic and pastoral requirements for a class of children in order that they progress to the next stage of their education at or above age-related expectations mostly with independence. Fulfil wider professional duties as part of a teaching team.	
<b>Main Responsibilities and Duties:</b>	
<b>Class</b> <ul style="list-style-type: none"> <li>• Planning and teaching programmes of work and monitoring the progress and welfare of children</li> <li>• Deliver interventions in conjunction with the Teacher and SENCo. Record and report progress</li> <li>• On a daily basis: change books, listen to readers, monitor and record home reading patterns</li> <li>• Liaison with other teaching and non-teaching staff, parents and other support services, as necessary</li> <li>• Encouraging the involvement and support of parents, the community and support services</li> <li>• When leading a class, responsibility for registration and other general administrative matters relating to the class</li> <li>• Undertaking the assessment (marking) and recording of pupil progress</li> </ul> <b>School</b> <ul style="list-style-type: none"> <li>• To maintain acceptable standards of conduct of the children in the school and establish a rapport with pupils in order to develop their social and academic potential</li> </ul> <b>Other tasks</b> <ul style="list-style-type: none"> <li>• Align conduct with the School ethos for behaviour, pastoral and academic expectations</li> <li>• To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post</li> <li>• Qualify and deliver First Aid to children and staff as necessary</li> <li>• Elements of this job description may be re-negotiated at the request of either party and with the agreement of both</li> <li>• This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.</li> </ul>	
<b>Supporting processes</b>	
Work to strict deadlines within well-known routines. Under the guidance of the Headteacher, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of teaching and learning is achieved and maintained.	

<b>Decision making:</b>			
HLTAs will be expected to make decisions frequently; these will lead to successful outcomes for pupils. Liaise with the Headteacher on occasion for work priorities and schedules although the job holder is expected to resolve problems.			
<b>Physical effort and working conditions:</b>			
Considerable physical impact both inside and outside. At times working in inclement weather outdoors. Moving of resources and furniture in classrooms and other areas.			
<b>Contacts and relationships:</b>			
A positive and collegiate working relationship with all other colleagues.			
<b>Additional information:</b>			
Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action.			
<b>Knowledge, skills and experience:</b>			
A nurturing nature is essential. Preferred level of education equivalent to 5 A-C GCSE's. Experience of working with children in a school environment. Adaptability, excellent communication skills, interpersonal skills, tact and diplomacy, prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher, kind and a positive attitude. A high level of English is demonstrated on all occasions. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques and action direction from a Headteacher.			
I agree that the Job Description is a fair and accurate statement of the requirements of the job:			
Job holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	

JE Primary Matrix 18/01/21:			
N1635	Higher Level Teaching Assistant (HLTA)	Grade 12 Points 12-19	<p>To complement the professional work of teachers by taking responsibility for delegated learning activities under an agreed system of supervision. This involves a contribution to the planning and preparing of lessons, within a framework set by the assigned qualified teacher, delivering learning activities for individuals/groups or whole classes without the presence of the teacher and monitoring pupils by assessing, recording and reporting their achievements, progress and development.</p> <p>"Specified work" that HLTA's can undertake under the supervision of a qualified teacher is defined in Section 133 of the Education Act 2002 as being these activities:</p> <ul style="list-style-type: none"> <li>(a) planning and preparing lessons and courses for pupils;</li> <li>(b) delivering lessons to pupils. This includes delivery via distance learning for computer aided techniques;</li> <li>(c) assessing the development, progress and attainment of pupils; and</li> <li>(d) reporting on the development, progress and attainment of pupils.</li> </ul>