

HOLLYFAST PRIMARY SCHOOL

Higher Level Teaching Assistant



Location: Hollyfast Primary School
Post: Higher Level Teaching Assistant
Grade: Grade 4, spine point 6 (£25,183 FTE)

Closing Date 23rd April 2025
Duration: Permanent
Interviews: W/C 28th April 2025
Start date: September 2025

Directorate: People
Service: Primary Schools

Responsible to Head Teacher

- To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team.
- To support the school in its development and education process by providing care and supervision to all children, including those who have special, physical, emotional and educational needs
- To support children's learning activities
- To help keep children safe
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness

Our School

Thank you for taking the time to read through our Job Description for an HLTA vacancy. We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. We perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Mr Watson joined the school in January 2022 and has built a new team around him who all share the same values and passion for driving the school forward to encourage the children to "Aim High, Grow within and Reach beyond the stars".

In a recent Ofsted Inspection, the school was rated as good, with inspectors noting that "Every day, happy pupils thrive, surrounded by love and care" and "staff feel that the school is well-led and managed. They value the support provided to them for their emotional well-being by caring leaders and dedicated governors".



"There is a big focus on staff development here at Hollyfast, and over the last 2 years, I have been developed lots as both a teacher and a leader. CPD is an integral part of the working life at our school. From external leadership training and national networking links, to internal profession learning opportunities, it really is a collaborative approach to driving standards.

The leadership team are very approachable and supportive, and despite the size of the school, personal growth is highly valued."

Hollyfast Staff Member

The Post

We are seeking to recruit an enthusiastic Higher Level Teaching Assistant, who can work across the school from Pre-School to Year 6. We are looking for someone with initiative and a willingness to become an active member of our friendly and professional staff, where meeting the learning potential of our students is our highest priority.

The post will include:-

- To support children's learning activities.
- To help to keep children safe.
- Promote positive behaviour.
- Develop and promote positive relationships.
- Support the development and effectiveness of work teams.
- Reflect on and develop practice.
- Maintain confidentiality at all times.

Main Duties and Responsibilities

Under the guidance of teaching/senior staff and within an agreed system of supervision

- Undertake appropriate planning and preparation of lessons and course for individuals, groups and whole classes
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required
- Assess the development, progress and attainment of pupils
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs
- To manage and co-ordinate the work of a group of educational support staff, including the monitoring of work and performance development
- Attend weekly professional learning sessions with teachers
- Take part in our bespoke coaching programme

JOB RESPONSIBILITIES AND TASK MAY INCLUDE SOME OF THE FOLLOWING:

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups or a whole class as appropriate
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Undertake supervision, and discipline of pupils within the procedures of the school providing feedback to pupils
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance
- Ensure that pupils can safely use equipment and materials provided.
- Provide support for local and national learning strategies
- Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate



- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress
- Assist the teacher in monitoring and analysing records of pupils' progress
- Utilise ICT in learning activities and develop pupils' competence and independence in its use
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - The changing of soiled clothing and its disposal in an appropriate way;
 - Assisting with children's injuries and, where appropriately qualified, administering first aid;
 - Assist with the administering of medicines under the direction of the appropriate medical staff;
 - Assist with the identification and monitoring of children's general health and welfare
 - Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Support and contribute to the overall ethos/work/aims of the school;
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtimes
- Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training
- Attend and participate in relevant meetings as required
- Support senior management in the recruitment and deployment of teaching assistants within school
- Organise regular team briefings for teaching assistants within the school and have responsibility for the induction of newly appointed teaching assistants
- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom
- Cover half an hour lunch break with children
- Any other duties and responsibilities within the range for the salary grade.

Support for the School

- Contribute to self- evaluation practices within school.
- Develop and maintain working relationships with other practitioners.
- Participate in CPD opportunities.
- Reflect on and develop your own practice.
- Play an active role in the Health and Safety procedures and safeguarding policy.
- Act upon the risk assessment procedures that are in place to support all learners.



Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Undertake any necessary training to ensure an up to date working knowledge of the support for teaching and learning.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range and salary grade.

Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Head Teacher



HLTA PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>The Higher Level Teaching Assistant should:</p> <ul style="list-style-type: none"> • Have HLTA status [or qualified teacher experience] • Be able to demonstrate levels of numeracy and literacy to GSCE [A-C] 	<p>In addition, the Higher Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> • Other relevant qualifications (e.g. Foundation Degree in Education) • Training in relevant strategies e.g. literacy / numeracy
Experience	<p>The Higher Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> • Working with pupils in school for a minimum of 2 years • Working with children who have special educational needs/EAL • Planning and teaching individuals, groups and whole classes • A good awareness of inclusion, especially within a school setting • 	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • leading and managing other support staff • Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)
Knowledge and Understanding	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation including safeguarding • the National Curriculum particularly literacy and numeracy • behaviour management strategies 	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Multi agency working • First Aid
Skills	<p>The Higher Level Teaching Assistant will:</p> <ul style="list-style-type: none"> • Have effective oral and written communication skills • Form effective professional relationships including team working • Have good organisational and time management skills • Have sound ICT skills • Be able to demonstrate the HLTA standards • Be able to plan effective activities for pupils at risk of underachieving; • Develop their knowledge through the evaluation of their own learning needs; • Be able to work independently; • Remain calm under pressure and be able to adapt to change quickly 	<p>The Higher Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills

	<ul style="list-style-type: none"> • Provide detailed and regular feedback to teachers on children’s achievements and progress • Assist with the development and implementation of Provision Plans 	
Other	<p>The Higher Level Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • Attend school training sessions • Have empathy with those facing barriers to their learning • An understanding of and a genuine commitment to Inclusion 	

