



Higher Level Teaching Assistant

Job Description

Job Purpose

To work collaboratively with class teachers and senior leaders to deliver high quality teaching, learning and care for children, taking responsibility for agreed learning activities and interventions and, where required, leading learning for individuals, groups and whole classes within an agreed system of supervision.

Expectations of Role

- The key role of the Higher Level Teaching Assistant (HLTA) is to support children to achieve and succeed in all aspects of their life in school. They will work alongside Senior Staff and Teachers to deliver, evaluate and adapt programmes of work that support children's learning, in and out of the classroom.
- HLTAs will actively support the ethos of the school and create a positive, inclusive climate for learning, providing an excellent role model for the children.
- They will lead agreed learning activities and interventions for individuals, groups and whole classes, including planned teacher-release or cover sessions where required, and will use assessment and professional judgement to respond to pupils' needs.
- They will effectively plan and prepare interventions, track and evaluate progress, provide feedback and ensure skills learned are applied in the classroom and across the curriculum.
- They will promote pupil independence, high expectations, positive behaviour, wellbeing and inclusion, including appropriate support for pupils with SEND and other additional needs.
- They will take responsibility for the achievement of their Performance Management targets and for keeping their professional knowledge and practice up to date.

Duties and Responsibilities

The following job description is not exhaustive. It is expected that higher level teaching assistants will work closely with the senior leadership team to develop the role to reflect the needs and demands of the post.

Under the direction and supervision of teaching/senior staff:

- Effectively deliver planned lessons and programmes of study for individuals, groups and whole classes, using agreed curriculum plans and learning objectives.
- Regularly deliver agreed lessons and learning experiences to individuals, groups and whole classes as required, including planned teacher-release/cover sessions.
- Adapt teaching, explanations, questioning, resources and activities in response to pupils' needs, prior learning and progress.
- Assess the development, progress and attainment of pupils, keeping appropriate records and using assessment information to inform next steps.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills and agreed strategies to meet the academic, physical, emotional and social needs of individuals and groups, including pupils with special educational needs and disabilities.
- Promote independence, engagement, resilience and positive learning behaviours.

Job responsibilities and tasks may include:

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.

- Implement agreed learning activities and teaching programmes using effective strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupils' responses to learning activities through observation, questioning and planned recording of achievements against learning objectives.
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress, engagement, wellbeing and other relevant matters.
- Model accurate written and spoken standard English to support children's language development.
- 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 responsible use of classroom stock.
- Establish and maintain positive behaviour, routines and expectations in accordance with the school's behaviour policy, using appropriate de-escalation and support strategies.
- Promote and facilitate inclusion by adapting approaches and encouraging participation of all pupils in learning and wider school activities.
- Ensure that pupils are able to safely use equipment, materials and learning spaces provided.
- Provide support for implementing the National Curriculum and the school's agreed curriculum and teaching approaches.
- Support and contribute to targeted intervention programmes and evaluate their impact on pupil progress.
- Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists, following agreed plans and guidance.
- Build strong professional relationships with parents and carers, communicating sensitively and appropriately within the school's agreed protocols.
- Liaise effectively with teachers, SENDCO, senior leaders and other professional staff and contribute relevant information to meetings and reviews as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher or appropriate school leader, to support achievement and pupil progress.
- Assist the teacher in monitoring and analysing records of pupils' progress and contribute to assessment and review processes.
- Utilise ICT and digital technology in learning activities and develop pupils' competence, confidence 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, including personal care where required and in accordance with individual plans.
- Assist with children's injuries and, where appropriately qualified, administer first aid; assist with administering medicines only where trained, authorised and in accordance with school procedures.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos, work and aims of the school.
- Assist with the supervision of pupils outside lesson times, including before and after school, during lunchtime and on the playground.
- Assist with group/whole-class activities within and away from the classroom/school, including PE, swimming and educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, reflect on practice and improve effectiveness.
- Attend and participate in relevant meetings as required.

Leadership and wider responsibilities

- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
- Provide guidance, coaching and mentoring for other teaching assistants where required and delegated.
- Coordinate agreed aspects of classroom, intervention or resource provision.
- Contribute to an agreed aspect of whole-school development and support the evaluation of its impact.
- Any other duties and responsibilities within the range of the salary grade assigned by the headteacher and leadership team.

Accountability and Professional Standards

- All duties and responsibilities must be carried out with due regard to the school's Health and Safety, Safeguarding, Equality, Confidentiality and Data Protection policies and procedures.
- The HLTA is accountable for the quality and effectiveness of delegated learning, intervention and support activities and for communicating relevant information to the responsible teacher or leader.
- The role complements the professional work of qualified teachers. The HLTA will undertake delegated teaching, planning, assessment and cover responsibilities within the school's agreed arrangements and will seek appropriate guidance where a matter falls outside those responsibilities.

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 (Data Protection Act 1998).



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Person Specification

Job Title: Higher Level Teaching Assistant	
Knowledge	• Full working knowledge of relevant school policies/codes of practice and awareness of relevant legislation, including safeguarding, SEND, equality, health and safety, confidentiality and data protection. • Secure working knowledge of the National Curriculum and other relevant learning programmes. • Understanding of child development, effective learning processes and barriers to learning. • Understanding of inclusive practice and the range of support services and providers available to pupils.
Skills and Abilities	• Ability to use planning to prepare for, deliver and adapt effective learning activities for individuals, groups and whole classes within delegated responsibilities. • Ability to assess and monitor pupil progress and use information to identify appropriate next steps. • Ability to plan effective actions and interventions for pupils at risk of underachieving. • Ability to establish positive relationships, manage behaviour effectively and promote a safe, inclusive and purposeful learning environment. • Ability to self-evaluate learning needs, reflect on practice and actively seek learning opportunities. • Ability to relate well to children and adults and communicate effectively with pupils, colleagues, parents/carers and professionals. • Ability to work constructively and independently as part of a team, using initiative while recognising when to seek support. • Ability to utilise ICT/digital technology effectively to support learning. • Ability to act on training provided and share learning with other staff. • Excellent communication skills, including written and oral communication.
Experience	• Substantial experience of working with children of relevant age and/or pupils with general or specific special educational needs. • Experience of leading learning activities, interventions or whole-class sessions. • Experience of supporting pupil assessment, progress monitoring and reporting. • Experience of working collaboratively with teachers and other professionals.

Educational	• Strong Literacy and Numeracy skills appropriate to the role. • HLTA qualification/status or equivalent qualification and relevant experience. • Relevant Level 3/4 Teaching Assistant or education qualification, or equivalent experience. • Training in relevant strategies, e.g. literacy, phonics, mathematics, SEND, behaviour or a particular curriculum/learning area.
Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service and all other required pre-employment and safeguarding checks.	

Updated September 2026