



HLTA – Higher Level Teaching Assistant

Hours: 36 Hours per week (**39 Weeks**) Term Time Only (TTO)

Time: 8:00am to 4:00pm (**1-hour unpaid lunch break**) 4pm-5pm Staff Meeting once a week

Salary: Scale 23 - £36,997 (Paid Monthly, 15th of each month)

Start Date: 4th January 2026

Job Description

Purpose of the Job

Responsible, under the overall direction of the headteacher and the guidance of teaching staff, to plan, prepare and deliver learning activities to individual pupils, groups and whole classes, including more in-depth support for those with SEN. To enable access to learning for pupils, contribute to the assessment and monitoring of pupil progress, and assist the teacher in the management of pupils and the classroom, including planned cover and short-term cover supervision.

Specific Duties

Support for Pupils

1. Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Contribute to the development, and lead on the implementation, of Individual Education or Behaviour Plans and Personal Care programmes, in liaison with the teacher and SENCo.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in learning activities led by the teacher or HLTA.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
8. Use specialist skills to undertake activities necessary to meet the physical and emotional needs of pupils, including medical procedures following training.
9. Provide intimate care for pupils where required, including changing nappies and supporting personal hygiene needs, in accordance with the school's safeguarding, health and safety, and intimate care policies, while maintaining the dignity, privacy, and respect of the pupil at all times.

Support for Teacher

10. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, and assist with the display of pupils' work.
11. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
12. Plan, prepare and adapt learning activities in liaison with the teacher, taking account of pupils' abilities, interests and prior attainment.
13. Monitor pupils' responses to learning activities, and assess, record and report on achievement and progress as directed, using this information to inform future planning.
14. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
15. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
16. Establish constructive relationships with parents/carers and contribute to discussions about pupils' progress and needs, as directed by the teacher.
17. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
18. Provide routine clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

19. Cover planned teacher absence (e.g. PPA time), delivering learning activities planned by the class teacher in line with the school's agreed arrangements for supervision.
20. Provide cover supervision for short-term teacher absence, ensuring continuity of learning and following the work set.
21. Where directed, support and guide the work of other teaching assistants, support staff and volunteers working in the classroom.

Support for the Curriculum

22. Plan and undertake structured and agreed learning activities/teaching programmes with individuals, groups and whole classes, adjusting activities according to pupil responses.
23. Plan and deliver literacy and numeracy programmes and targeted interventions, recording achievement and progress and feeding back to the teacher.
24. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
25. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity, create and adapt resources to support learning, and assist pupils in their use.
26. Contribute to the evaluation of the effectiveness of learning activities and interventions, suggesting improvements where appropriate.
27. Where appropriate, support the development and delivery of an area of the curriculum as agreed with senior leaders.

Support for the School

28. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
29. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
30. Contribute to the overall ethos, work and aims of the school.
31. Appreciate and support the role of other professionals.
32. Attend and participate in relevant meetings as required.
33. Participate in training and other learning activities and performance development as required, and contribute to the induction and training of other support staff where appropriate.
34. Assist with the supervision of pupils out of lesson times, including before and after school.
35. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
36. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
37. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
38. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Higher Level Teaching Assistant

Person Specification

Attributes	Essential	Desirable
Knowledge and Skills		
Can use ICT effectively to support learning and create resources.	✓	
Knowledge of relevant policies, legislation and codes of practice.	✓	
Good understanding of child development and learning processes.	✓	
Ability to plan, deliver and evaluate learning activities for individuals, groups and whole classes.	✓	
Ability to assess, monitor and record pupil progress and use this to inform planning.	✓	
Able to manage pupil behaviour positively and effectively.	✓	
Able to work constructively as part of a team, understanding classroom responsibilities.	✓	
Ability to develop equal opportunities and inclusion for all pupils.	✓	
Understanding of safeguarding and confidentiality.	✓	
Ability to guide and support the work of other adults in the classroom.		✓
Qualifications and Training		
Level 3 teaching assistant qualification (or equivalent) in relation to post.	✓	
HLTA status, or willingness to work towards it.	✓	
GCSE grade 4/C or above in English and maths (or equivalent).	✓	
Excellent numeracy and literacy skills.	✓	
Degree		✓
Safeguarding training		✓
First aid		✓
Experience		
Previous experience as a teaching assistant.	✓	
Experience of successfully leading classes, including planned cover or short-term cover.	✓	
Working with children within a learning environment.	✓	
Experience of planning and delivering intervention programmes for individuals and groups.	✓	
Experience of supporting pupils with SEN.		✓
Experience of working in a primary school.		✓