



HUNSBURY PARK PRIMARY SCHOOL

JOB DESCRIPTION – HIGHER LEVEL TEACHING ASSISTANT (HLTA)

Name: Higher Level Teaching Assistant (HLTA)	Starting Date: ASAP
Salary Grade: Point 11 £16,081.00 (Actual), (£21,748.00 FTE)	Responsible to: Member of the Senior Leadership Team
Status of Post: Higher Level Teaching Assistant (HLTA)	Hours: 31.25 hours per week 8.30am – 3.45pm 39 weeks (38 weeks + 1 week training days)

This job description sets out the major duties and other tasks associated with the stated purpose of the post. The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post-holder to undertake this new/varied work.

This job description may be amended at any time following discussion between the Headteacher or other senior staff and the member of staff, and will be reviewed annually.

ALL STAFF are expected to:-

- set an example of personal integrity and professionalism
- fully support the ethos and promote the agreed vision and aims of the school
- safeguarding

CORE PURPOSE

To plan, teach and assess children one to one or in small groups through academic and therapeutic interventions to raise attainment and progress.

To team teach alongside class teachers to provide intensive learning opportunities for children to raise attainment and progress.

To support and reduce gap caused by COVID-19.

To deliver some PPA cover on an agreed timetable.

The HLTA is expected to work with teaching staff as a member of a team. The post-holder makes decisions in:-

- leading learning with groups of children and individual children, including planning, teaching and assessments
- the effective use of support strategies
- when to refer observations or queries to the teacher or other senior staff

MAIN DUTIES AND RESPONSIBILITIES: TO BE PRIORITISED ABOVE ANY OTHER GENERAL DUTIES

- To teach whole classes across the school as and when needed to support the teaching staff.
- To plan and deliver small group and one to one interventions across the school from (EYFS-Year 6) supporting vulnerable children with core learning skills.
- To collaborate and team teach alongside classroom teachers to further support children within core subject lessons.
- To be involved in continuous two-way communication with the Senior Leadership Team (SLT), class teachers on any observations and assessments made about individual children.
- To record evidence linked to assessment of all pupils whom you work with (one to one or in small groups) and report attainment and progress data to a Senior Leader termly.
- To be able to confidently communicate assessment data through attainment and progress levels to teachers and the Senior Leadership Team, (this includes reporting this data to a Senior Leader termly).

OTHER DUTIES WHEN APPROPRIATE

- To be involved in whole school discussion regarding curriculum, behaviour and other matters relating to school policy and development through attending staff meetings and training opportunities.
- To deliver an extra-curricular club for 3.5 terms across the year to support children's engagement and learning.
- To support the teaching staff in the general supervision and welfare of all pupils within school, whether in the classroom, around school, the playground or out in the community, during school hours.
- Report to the Designated Safeguarding Lead (DSL or DDSL) any safeguarding concerns you have over any child within the school.
- To support a member of the teaching staff on playground duty (on a rota basis).
- Engage school culture of CPD.
- To actively engage in the understanding of both statutory and school policy.

Signed (Member of Staff): _____

Date: _____