

Job Description and Person Specification

Higher Level Teaching Assistant (HLTA)

Start Date:	1 st September 2025
Contract:	Permanent
Salary:	Band F SCP17 - 23
Hours of work:	30 hours per week – Term Time Plus 5 INSET Days
Responsible to:	Headteacher
Primary Purpose of the role:	To provide support for teaching and learning activities. To provide cover supervision, as required.

Overall, Purpose of the Post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development within the main school (Nursery to Year 6).

Responsible for the management and development of a specialist area within the school and/or mentoring of other teaching assistants including allocation and monitoring of work, appraisal and training through demonstrating outstanding practice.

Key relationships:

The Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

Specific Responsibilities

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Pupil Individual Learning Profiles/reviews.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for teachers

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan to challenge teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.

Support for the curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g., literacy, numeracy, KS2 transition to KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the school

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise your own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- To share responsibility for the preparation and maintenance of the indoor and outdoor learning environment.
- Contribute to the school ethos, aims and development/improvement plans.
- Appreciate and support the role of other professionals.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

General Requirements

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post
- Ensure that duties and responsibilities are carried out in accordance with Trust policies

- Maintain confidentiality of information acquired in the course of undertaking duties
- Be a role model for students and staff
- Attend meetings, training sessions, after-school events and courses as required
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Comply with health and safety procedures, information and resources in line with school policy
- Undertake any reasonable duties as requested by the headteacher or nominated delegate
- Contribute to the overall ethos/work/aims of the School/ Trust.
- Maintain a positive ethos

Vantage CE Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

REVIEW ARRANGEMENTS The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

Job Description prepared/revised: July 2025
Prepared by: Jane Buckley (HR Officer)

Person Specification Teaching Assistant Level 4

Higher Level Teaching Assistant (HLTA)

We are looking for a candidate who meets the following requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	E	✓	
2.	GCSE's in English & Maths at grade 4 or above (or equivalent)	E	✓	
3.	Specialist skills/training in curriculum or learning area, e.g. bi-lingual, sign language, ICT	D	✓	
4.	Training in relevant learning strategies, eg literacy, EAL	E	✓	
KNOWLEDGE AND EXPERIENCE				
5.	Experience of working with children of relevant age in a learning environment	E	✓	✓
6.	Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies	E	✓	✓
7.	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	✓	✓
8.	Good understanding of child development and learning processes	E	✓	✓
9.	Understanding of statutory framework relating to teaching	E	✓	✓
10.	Experience supporting pupils with additional needs, including SEN and EAL.	E	✓	✓
11.	Ability to plan, deliver and evaluate learning activities to ensure effective teaching and learning to children. Ability to give feedback in a constructive manner.	E	✓	✓
12.	Knowledge of how to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour accordingly	E	✓	✓
13.	Experience of dealing sensitively with challenging behaviour (in line with setting/school policy and procedures)	E	✓	✓
14.	Ability to take responsibility, with minimum supervision, for delivering work programmes over an extended period to individuals, groups, and whole classes of children with a variety of needs.	E	✓	✓
15.	Ability to demonstrate good ICT skills and awareness of methods of use of ICT in teaching practice, using ICT safely and effectively as a learning resource. Ability to access and use learning programmes and information.	E	✓	✓
BEHAVIOURS AND SKILLS				
16.	Ability to organise, lead and motivate a team	E	✓	✓
17.	Constantly improve own practice/knowledge through self-evaluation and learning from others	E	✓	✓
18.	Ability to relate well to children and adults	E	✓	✓

19.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	✓	✓
20.	Fluent English speaker with good written, verbal, and non-verbal communication skills	E	✓	✓
21.	Ability to demonstrate verbal and non-verbal communication skills when dealing with children colleagues, parents, carers, families and other practitioners	E	✓	✓
22.	Ability to work collaboratively with teachers, other staff, and parents	E	✓	
23.	Willingness to be flexible, adapt to changing situations, and take initiative	E	✓	✓
24.	Ability to remain calm under pressure and to possess a sense of humour	E	✓	✓
25.	Committed to safeguarding pupil's wellbeing and equality	E	✓	✓
26.	Commitment to maintaining confidentiality at all times	E	✓	

Note to Applicants: Please try to show in your application, how best you meet the above requirements