**A logo of a couple of people

Description automatically generated**

**Job Description**

Part Time Higher Level Teaching Assistant (HLTA)

**Main Purpose of the Role**

The main purpose of the HLTA in our school setting is to provide support to teachers and pupils, ensuring effective teaching and learning. The HLTA plays a crucial role in promoting inclusion, maintaining a safe learning environment, and assisting with the overall development of our pupils.

**Key Responsibilities and Duties**

* Assist the teacher in delivering well-structured lessons and implementing appropriate strategies to support the learning of all pupils, including those with special educational needs and disabilities (SEND).
* Encourage and facilitate the participation of all pupils in learning activities and extracurricular events, promoting inclusivity.
* Support the teaching of a broad and balanced curriculum, ensuring pupils achieve their full potential in all areas of learning.
* Consistently apply effective behaviour management strategies in line with the school\'s policy to maintain good order and discipline among pupils.
* Organise and manage teaching spaces and resources, creating a stimulating and safe learning environment.
* Observe and assess pupils performance, providing feedback to the class teacher.
* Supervise the class when the teacher is temporarily unavailable.
* Utilise ICT skills to enhance pupils learning.
* Collaborate with the class teacher and other professionals to support the monitoring, recording, and reporting of pupils progress and performance.
* Communicate effectively with staff members, pupils, parents, and carers under the direction of the class teacher.
* Contribute to meetings with parents and carers by providing feedback on pupils progress, attainment, and barriers to learning.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Follow the school\'s safeguarding policy and promote the safety and well-being of pupils.
* Engage in continuous professional development to keep knowledge and skills up-to-date.

For HLTAs, with specific duties:

* Cover and lead class teaching under supervision, as and when appropriate.
* Direct the work of other adults in supporting learning.
* Cover PPA (Planning, Preparation, and Assessment) and SENDCO (Special Educational Needs and Disabilities Coordinator) time.

**Skills and Competencies**

* Excellent communication and interpersonal skills to effectively interact with pupils, staff, parents, and carers.
* Strong organisational skills to manage teaching spaces, resources, and pupils records.
* Knowledge and understanding of effective teaching and learning strategies.
* Ability to use ICT skills to enhance pupils learning.
* Understanding of behaviour management strategies and the ability to maintain good order and discipline.
* Knowledge of the school curriculum and the ability to support pupils achievement in all areas of learning.
* Ability to work collaboratively with colleagues and professionals to support pupils progress and development.
* Commitment to promoting inclusion and ensuring the participation of all pupils.
* Adherence to safeguarding guidelines and a commitment to promoting pupils safety and well-being.

**Professional Development**

The role of an HLTA in our school presents opportunities for continuous professional development and growth. The school encourages HLTAs to engage in relevant training, workshops, and courses to enhance their skills and knowledge. HLTAs are encouraged to take part in the school\'s appraisal procedures and collaborate with colleagues to share best practises. The school recognises the importance of continuous learning in providing high-quality support to students and offers support and guidance for professional development within the HLTA role.