



Westwood Primary School

 westwoodprimaryschool.co.uk

📍 Westwood Road, Clayton-le-Woods, PR5 8LS ☎ 01772 628 051

Head Teacher: Mrs Julie Martin ✉ head@westwood.lancs.sch.uk

School Business Manager: Mrs Sophie Bradey ✉ bursar@westwood.lancs.sch.uk

School Business Support: Mrs Joanne Brereton ✉ admin@westwood.lancs.sch.uk

Job Description: Higher Level Teaching Assistant (HLTA) – Fixed term until 31/08/2026 (with possibility of extension)

Post Title:

Higher Level Teaching Assistant (HLTA)

Contract Details:

Weeks Worked: 39 weeks (this role is pro rata term time only)

Hours: 24 hours per week over four days

Monday–Thursday: 08:45–12:00 and 13.00–15:30

Salary Grade:

Grade 7 – SCP 19 to 25

Responsible To:

Senior Leadership Team

Responsible For:

Teaching Assistants in classes you support

Job Purpose

To support qualified teachers under an agreed system of supervision by planning, preparing, delivering, assessing, and reporting on learning activities for individuals, groups, and whole classes. Responsibilities include:

- Teaching based on an agreed timetable (set half-termly)
- Class cover for absent colleagues
- Contributing to teaching, learning, and pastoral support
- Supporting and advising other staff, particularly in specialist areas
- Coordinating and developing the work of Teaching Assistants

Key Responsibilities

1. Support for Pupils

- Assess individual needs and adapt curriculum content accordingly
- Develop and implement Individual Educational Plans (IEPs)
- Promote inclusion and positive relationships

- Monitor and evaluate pupil progress and behaviour
- Plan and deliver lessons under supervision
- Record and report on pupil achievement
- Mark and assess pupil work
- Support classroom administration
- Assist with exams and work experience as required

2. Support for the School

- Organise and maintain a positive learning environment
- Build effective partnerships with parents and external agencies
- Participate in and lead meetings with parents on pupil progress
- Share expertise and advise staff in specialist areas
- Support and coordinate out-of-school learning activities
- Lead and mentor other Teaching Assistants
- Participate in recruitment, appraisal, and training where appropriate
- Maintain clear and effective communication across the team
- Manage volunteer helpers
- Handle sensitive information confidentially
- Uphold health and safety standards
- Follow school policies and attend training sessions

3. Support for the Curriculum

- Deliver learning activities across subjects, including literacy and numeracy
- Adjust learning activities based on pupil needs and background
- Prepare and select appropriate learning resources
- Support the use of ICT in teaching

General Duties

- Adhere to all school policies and health & safety procedures
- Participate in the school's appraisal scheme
- Be flexible to undertake similar-level duties as required
- Follow the Belongings and Relationships Policy
- Uphold and model the School Values
- Read, understand, and sign the Expectations of Staff document

Review and Signatures

This job description will be reviewed annually. Amendments can be made at any time with mutual agreement.

Signed (Headteacher): _____ Date: _____

Signed (HLTA): _____ Date: _____