



JOB PROFILE

Post Title:	Higher Level Teaching Assistant (HLTA) Primary
Portfolio:	Education, Skills & Employment
Responsible to:	Head Teacher
Responsible for:	N/A
Grade:	

Job Purpose

To improve the lives of all within our community and help the island thrive by supporting teaching and learning in the school/classroom environment. This includes responsibility for teaching 25% of the school teaching timetable independently to designated classes. Every member of school staff has a responsibility to work to secure and maintain COBIS standards and support best practice re safeguarding.

Main Duties and Responsibilities

- 1) Under the direction of the class teacher the HLTA will support teaching and learning in the classroom by:
 - Working with groups or individual pupils/students on their learning activities
 - Teaching specific support/intervention programmes to designated students
 - Using assessment for learning strategies to monitor and evaluate the attainment and progress of pupils/students and report to the class teacher
 - Be actively involved in the preparation of individual pupil/student/group programmes of work
 - Keep a record of work and contribute to reporting on pupils/student's performance
 - Assist with the identification/making of resources necessary for supporting teaching and learning in the classroom and evaluating the effectiveness of these
 - Contribute to pupil review meetings with parents where applicable
 - Promote the discipline and welfare of all pupils/students
 - Assist in maintaining a positive learning environment which includes implementing classroom routines and ensuring student engagement and participation
- 2) In undertaking the teaching of 25% of the school timetable as designated by the relevant Headteacher, the HLTA will be responsible for:



JOB PROFILE

- Planning, preparing and evaluating programmes of work for designated class/es
 - Using assessment for learning strategies to monitor and evaluate the attainment and progress of pupils/students
 - Keeping a record of work and contribute to reporting on pupils/student's performance
 - Identifying and making of resources necessary for supporting teaching and learning in the classroom and evaluating the effectiveness of these
 - Contributing to pupil review meetings with parents where applicable
 - Promoting the discipline and welfare of all pupils/students
 - Maintaining a positive learning environment
 - Ensuring student engagement and participation in their learning
- 3) The HLTA will contribute to practices and activities necessary for the operation and management of the wider school environment which include but are not limited to:
- Supporting the holistic development of all students which includes ensuring their health, wellbeing, safety and security
 - Supervising students in the school playground or on school related activities outside of the school premises
 - Participating in extra-curricular activities as designated by the Head Teacher
 - Assisting with inventory requirements
 - Cover teaching of classes when there is an emergency staff shortage within the school
- 4) In addition to the aforementioned responsibilities, the HLTA will:
- Maintain a professional manner both within the school and the wider community
 - Adhere to all SHG, Portfolio and school policies, practices and procedures and work within these requirements
 - Undertake training relevant to the role by attending Continuous Professional Development courses relevant to the post and all Staff Development Days
 - Maintain the attached Standards for Higher Level Teaching Assistants as specified in the Education, Skills and Employment Portfolio's Competency Framework for Teachers and Educators



JOB PROFILE

Special Conditions

- If responsible for a pupil/student with severe/multiple learning or physical difficulties, it may be necessary for the HLTA to accompany the pupil/student to and from school and the physiotherapist and attend to physical needs such as feeding and changing nappies.
- Dealing with pupil/students with challenging behaviours

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Person Specification

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE Maths and English at Grade C (4) or above or other equivalent qualification	E	√	
Supporting Teaching and Learning – Level 3 (CACHE) or equivalent qualification	E	√	
Knowledge & Experience:			
At least two years' experience working as a Teaching Assistant	E	√	
Relevant experience working with children	E	√	
An understanding of the importance of observing confidentiality and data protection	E		√
An understanding of how to handle, resolve and escalate enquiries and pass on information promptly	E		√
Experience of working independently and as part of a team	E		√
Experience of using information to develop solutions and solve problems	E		√
Maintain knowledge in First Aid, Safeguarding and Fire Safety by attending mandatory training courses	E		√
Skills and Abilities:			
A good standard of verbal communication and interpersonal skills are required for interaction with pupils/students, colleagues and parents	E		√



JOB PROFILE

A good level of written communication is required when reporting on record of work and supporting the class teacher with reporting writing	E		√
Basic Statistical Analysis	E		√
Basic interviewing and negotiating skills	E		√
Good IT skills and competent in using ICT systems and programmes relevant to the role	E		√
Good listening skills and a polite manner	E		√
Ability to show patience and understanding	E		√
Good organisational skills	E		√
The ability to remain calm when under pressure	E		√
Self-motivated with the ability to motivate, inspire and have high expectations of pupils/students	E		√
A caring and polite manner with the ability to show patience and understanding	E		√
The ability to be innovative and creative is required when planning and preparing work programmes	E		√
Ability to deliver presentations and to vary language to meet the needs of all pupils/students	E		√
Ability to apply objective judgement and to use own initiative	E		√
Other:			
Self-motivated with the ability to motivate, inspire and have high expectations of students	E		√
Enjoys working with children and young people	E		√
Willingness to work flexibly and be adaptable which includes working outside of normal working hours and during the school holidays when required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Can contribute to a positive working environment ensuring commitment to equality and diversity.	E		√
A sense of humour	E		√
Is honest and reliable	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.



JOB PROFILE

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other



JOB PROFILE

Education, Skills and Employment Competency Framework for Teachers and Educators

Professional standards for HLTAs

Those awarded HLTA status must demonstrate, through their practice, that they:

Professional Attributes

1. Have high expectations of children and young people with a commitment to helping them fulfil their potential.
2. Establish fair, respectful, trusting, supportive and constructive relationships with children and young people.
3. Demonstrate the positive values, attitudes and behaviour they expect from children and young people.
4. Communicate effectively and sensitively with children, young people, colleagues, parents and carers.
5. Recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people.
6. Demonstrate a commitment to collaborative and cooperative working with colleagues.
7. Improve their own knowledge and practice including responding to advice and feedback.

Professional Knowledge and Understanding

8. Understand the key factors that affect children and young people's learning and progress.
9. Know how to contribute to effective personalised provision by taking practical account of diversity.
10. Have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children and young people.
11. Have achieved a nationally recognised qualification at level 2 or above in English/literacy and Mathematics/numeracy.
12. Know how to use ICT to support their professional activities.



JOB PROFILE

13. Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.
14. Understand the objectives, content and intended outcomes for the learning activities in which they are involved.
15. Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation.
16. Know how other frameworks that support the development and well-being of children and young people, impact upon their practice.

Planning and Expectations

17. Use their area(s) of expertise to contribute to the planning and preparation of learning activities.
18. Use their area(s) of expertise to plan their role in learning activities.
19. Devise clearly structured activities that interest and motivate learners and advance their learning.
20. Plan how they will support the inclusion of the children and young people in the learning activities.
21. Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.

Monitoring and Assessment

22. Monitor learners' responses to activities and modify the approach accordingly.
23. Monitor learners' progress in order to provide focused support and feedback.
24. Support the evaluation of learners' progress using a range of assessment techniques.
25. Contribute to maintaining and analysing records of learners' progress.

Teaching and Learning Activities

26. Use effective strategies to promote positive behaviour.
27. Recognise and respond appropriately to situations that challenge equality of opportunity.
28. Use their ICT skills to advance learning.



JOB PROFILE

29. Advance learning when working with individuals.
30. Advance learning when working with small groups.
31. Advance learning when working with whole classes without the presence of the assigned teacher.
32. Organise and manage learning activities in ways which keep learners safe.
33. Direct the work, where relevant, of other adults in supporting learning.