



HLTA Job Description

Post	Higher Level Teaching Assistant
Responsible to	Assistant SENDCO
Grade (Range)	NJC APT&C Pay Scale Grade 7 (Points 19-25)
Weekly Hours	37
Days & Hours of Work	Monday to Friday, from 8:15 to 16:15 with 36 minutes unpaid lunch break
Working Weeks	39 (Term-time plus 1 week)
Pro Rata annual leave, including public holidays and statutory days	6.25
Paid Weeks	45.25
FTE Annual Salary	£32,061.00 - £36,363.00
Actual Annual Salary	£27,824.00 - £31,557.00 (£16.61 - £18.84 per hour)

Purpose of role:

To plan and deliver appropriate interventions, as well as provide in-class support for pupils with a special educational need.

Key accountabilities (and specific duties / responsibilities):

Support for Pupils

- To assess the needs of pupils, including those with weak literacy and numeracy need, and plan and deliver appropriate one to one and small group interventions.
- To assess the needs of pupils, including those with weak literacy and numeracy need, and to adapt curriculum content to support pupils' learning.
- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- Liaise with teachers over suitable subject specific work for identified pupils.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- Play an important part in child protection procedures and safeguarding of pupils.





- To undertake classroom and wider administrative tasks.
- To monitor and record progress and achievement in lessons and interventions systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans, worksheet plans and supporting resources.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and support with exam arrangements.

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute to and lead meetings, on an individual basis, with parents and outside agencies to provide feedback on pupil progress/achievement.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To co-ordinate and manage the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

General Duties:

- To ensure that GDPR principles are applied in all areas of work.
- To work flexibly as part of the team to meet any emergencies that may arise
- Promote the safeguarding of all pupils in the school.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.





It is the Academy's intention that this job description is seen as a guide to the major areas and duties for which the Assistant Head of Maths is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Safeguarding:

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be subject to safeguarding checks and required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).



