



St. Michael's Church of England Primary School

Carlisle Road, Dalston, Carlisle, Cumbria CA5 7LN • Tel: 01228 711544 • Headteacher: Mrs L Smith

Our school values: Respect • Kindness • Challenge • Forgiveness • Perseverance



Higher Level Teaching Assistant : Job Description

Purpose:

- To organise and support teaching and learning activities for individual, groups and whole classes under the direction of a qualified teacher and as PPA cover.

Key responsibilities:

1. To fulfil the 33 HLTA standards to support teaching and learning, maximising achievement and development.
2. Plan, prepare and deliver specified work to individuals, small groups under the direction of a teacher, as well as whole classes for PPA cover. Modifying and adapting activities as necessary to meet pupil needs.
3. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging / providing resources for lessons / activities under the direction of the teacher.
6. Support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person.
7. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
8. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
9. Select, prepare and clear away classroom materials and keep learning areas tidy, ensuring they are available for use, develop and present displays.
10. Be involved in out of school activities and after school events.
11. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
12. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

Staff Management Responsibilities:

- Some supervising of other staff, demonstrating own duties in particular specialist areas as required.



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Responsible for:

- Maintenance of classroom environment.
- Accessing and collating some information.
- Equipment – stock control.