

## Job Description

Location	Mesne Lea Primary School
Job Title	Higher Level Teaching Assistant
Grade	Grade F
Primary Purpose of the Job	To assist the MAT, Headteacher, and staff in ensuring the School fulfils its primary purpose both effectively and efficiently.
Responsible to	MAT & Head Teacher
Principal Responsibilities	<ul style="list-style-type: none"> <li>• Undertake work/care/support programmes to enable access to learning for pupils</li> <li>• Assist the teacher in the management of pupils and the classroom</li> <li>• Work under the instruction and guidance of senior/teaching staff to support the delivery of quality teaching and learning</li> <li>• Help raise standards of achievement for all pupils</li> <li>• Lead a specialist subject within school, ensuring curriculum coverage, consistency and progression</li> </ul>

## Key Responsibilities

### Support for Pupils

1	Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2	Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3	Deliver targeted intervention programmes as determined by the Senior Leadership Team (SLT).
4	Promote the inclusion, engagement, and wellbeing of all pupils in classroom activities.
5	Provide consistent support that reflects individual pupil needs and circumstances.
6	Encourage cooperative learning and foster independence.
7	Provide pastoral care and emotional support where needed.
8	Give regular feedback to pupils regarding their progress and achievements.

### Support for Teachers

1	Provide teaching cover during staff absences and training, including delivery of pre-planned activities and lessons.
2	Organise and manage classroom environments and learning resources effectively.
3	Plan and adjust learning activities within an agreed framework, including differentiated learning for individuals or groups.
4	Monitor and assess pupil progress through varied methods and report outcomes to teaching staff and SLT.
5	Contribute to formal assessment, target-setting, and pupil record keeping.
6	Support behaviour management in line with school policies and promote pupil self-regulation and independence.
7	Build positive relationships with parents, contributing to feedback meetings where appropriate.
8	Assist with administering and marking assessments and invigilate exams when required.
9	Produce lesson plans, resources and materials aligned with curriculum expectations.

### Support for the Curriculum

1	Deliver structured learning activities within the agreed supervision framework.
2	Implement local and national curriculum strategies (e.g. Maths, English, Early Years).
3	Make effective use of ICT to support and enhance learning.
4	Prepare and adapt learning resources to suit pupils' interests, backgrounds and learning needs.
5	Advise colleagues on the deployment and use of subject-specific resources and equipment.

### Specialist Subject Leadership

1	Lead a specialist subject across the school (e.g. RE, French, Music), coordinating curriculum planning and delivery in collaboration with class teachers and SLT.
2	Monitor teaching and learning in the subject area, identifying and promoting good practice.
3	Organise and maintain subject resources, ensuring staff have access to high-quality teaching materials.
4	Support staff development in the subject, sharing expertise and leading training where appropriate.
5	Track and report on pupil progress and attainment in the subject area.

### Support for the School

1	Uphold and contribute to the development of policies on safeguarding, health and safety, and confidentiality.
2	Promote equality and celebrate diversity, ensuring all pupils have equal access to learning opportunities.

3	Contribute actively to the school's ethos and vision.
4	Work with external professionals and agencies to support pupils' development and well-being.
5	Take initiative in multi-agency collaboration when needed.
6	Share expertise to support and advise colleagues in areas of specialist knowledge.
7	Contribute to out-of-school learning activities as directed, including trips and enrichment sessions.
8	Engage in continuous professional development and performance management.
9	Accompany pupils on visits, assuming responsibility for a group under teacher supervision.

Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

Developing Self and Others - Ability to critically analyse self and others in order to access relevant training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others' learning and share learning with others.

## Person Specification

Criteria	Qualities	E/D
Qualifications	GCSEs (or equivalent) in English and Maths at grade C or above.	Essential
	A minimum Teaching Assistant Level 3 qualification or equivalent	Essential
Experience & Knowledge	Proven successful experience of working with children in an educational setting at HLTA level	Essential
	Proven experience/methods of improving outcomes for children worked with	Desirable
	Experience of leading a specialist subject in a primary setting	Desirable
	Understand the importance of lesson planning, IEPs and learning objectives to contribute to learning	Desirable
	Knowledge and understanding of the importance of the school's Health and Safety policy	Essential
	Understanding of and commitment to work within the scope of the Trust's equal opportunities policy	Essential
Skills & Personal Attributes	Ability to work as part of a team	Essential
	Ability to communicate effectively with a range of people	Essential
	Excellent listening skills	Essential
	Well organised and practical	Essential
	Ability to diffuse conflict	Essential
	Adaptable and flexible	Essential
	Calm under pressure	Essential
	Ability to form, maintain and implement a range of Teaching and Learning strategies	Essential
	Ability to form and maintain appropriate professional relationships and boundaries with children and parents	Essential
	Ability to organise and deliver classroom activities	Essential
	Ability to deal with sensitive information in a confidential manner	Essential

*This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services.*

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*