

Towcester C of E Primary School

Higher Level Teaching Assistant Job Description

Purpose of the Job

To provide the teaching and learning of a class of children in the absence of a regular teacher.

Job Context

HLTA Cover involves carrying out 'specified work' as outlined in the Education regulations 2003. Specified work can only be carried out by suitably qualified members of staff i.e. HLTAs and teachers. The Class Teacher has responsibility for overseeing and deciding the lessons/topics to be covered. Where there are plans available, the teacher will ensure the HLTA has them to use and adapt. Eg. Music, PE etc. In the absence of a plan, the HLTA will be expected to plan the delivery of the objectives/topic.

HLTAs take sole charge of classes when teachers are absent. This could be for PPA, attending a course or second day or more of sickness/personal absence. Other occasions could be anything which may leave a class unattended by their regular or a qualified teacher. Cover by the HLTA could be for any class within the school, but most usually would be an area of the school most appropriate to the skills and experience of the HLTA which is in the best interests of both the HLTA and the children.

HLTAs are expected to be able to ensure the delivery of most lessons. It is the ethos of the school that the HLTA delivers lessons most appropriate for an HLTA rather a teacher to deliver, but it is up to the discretion of the Class Teacher to decide based on the needs of the children and class timetable.

Any work in books should be marked and a report back to the teacher on progress made during the session(s) they cover where needed. The teacher may direct the marking required based on the school policy for assessment and feedback ie. stamping, peer-marking etc. Advice should be sought from the teacher if needed. Feedback will include issues about behaviour, positive and negative and any other concerns or information the jobholder has need to pass on to a relevant member of teaching, pastoral or administrative staff.

HLTAs can claim up to one hour overtime a week for planning and marking.

It is anticipated that the HLTA will have a TA with them according to the normal planned timetable but is not always possible due to other school commitments/events. The role does not line manage specifically but the job holder will supervise Teaching Assistants when they are present in the classroom so that the management of work carried out runs smoothly and coherently.

Main Accountabilities

- 1) Responsible for the delivery of teaching and learning and management of the behaviour of pupils in lesson time as directed in the absence of a regular teacher or other qualified member of the teaching staff.
- 2) To work in –line with school policies and provide learning for children with an adult they are familiar with in school.
- 3) Support and help pupils of all abilities and diversities with reading, writing and mainstream classroom work across all areas of the curriculum as appropriate to the post and individuals pupil.
- 4) Ensure the health and safety of pupils during sessions as specified by school policies. Monitor the welfare of individual pupils if necessary, reporting back to teaching, pastoral or administrative staff or taking appropriate action to resolve concerns if possible.

- 5) Provide feedback to teaching staff so that they are able to follow up their absence with appropriate work and actions and address any issues that may have arisen during the session/s in order to maintain a consistent and coherent programme for pupils.
- 6) Carry out registration in the class and report back to teaching, pastoral or administrative staff regarding any concerns about attendance or other issues noted so they can be appropriately addressed.
- 7) Where applicable, ensure pupils are given tasks or activities approved by the school for registration periods when curriculum work is not taking place or those times when work is finished before the end of a session.
- 8) Follow the school's behaviour policy and maintain standards of behaviour as much as possible and as appropriate to the post to support a controlled, safe and comfortable environment for pupils and staff.
- 9) Speak to parents as needed before or after school about urgent issues or advise them to contact the Class Teacher/school office for other issues.

Knowledge, experience and training

- To be a qualified Higher Level Teaching Assistant.
- Good level of education at least to GCSE level to be able to relate to curriculum studies at an appropriate level.
- Demonstrate ability to interact and deal with pupils.
- Good understanding and good empathy with school age children and the range of behaviours often exhibited by them.
- Able to interpret work plans and teach at short notice and draw on experience to adapt situations to different circumstances.
- Good organisational skills and able to work flexibly. Good team worker and able to use own initiative.
- Basic IT skills including Word, PowerPoint and use of SIMs.

Planning, Organising and Controlling

The jobholder meets with the Class Teacher for advice/guidance as and when the need is there. They will discuss issues with work they have been provided for the sessions and any concerns if applicable.

The jobholder would be invited to attend any staff meetings that were applicable to their role.

The jobholder organises the sessions to make sure wherever possible work has been completed/produced to a reasonable standard or the standard expected by the absent teacher.

They will prioritise the welfare and safety of the pupils in each session dealing with any concerns that may arise, for instance, if a pupil does not understand the work, is not well, or there are behaviour incidents.

When needed, the job holder should call upon the support of others (partner teacher, Key Stage Leader or Senior Member of Staff.)

The jobholder should follow:

Keeping Children Safe in Education Sept 2018
 The health and safety procedures and policies in school
 School Behaviour Policy including reward systems
 Child Protection Act
 Data Protection Act/GDPR