

**Potton Federation**  
**Job Description – HLTA Level 4a**

<b>TITLE:</b>	Higher Level Teaching Assistant
<b>TYPE OF WORKPLACE:</b>	Mainstream school
<b>RESPONSIBLE TO:</b>	Headteacher
<b>JOB PURPOSE:</b>	To provide whole class teaching to cover the Preparation, Planning and Assessment (PPA) release of teachers. To work collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims.

**Responsibilities:**

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SLT and class teachers to fulfil the following responsibilities:

- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of PPA provision according to the PPA timetable. Also to provide short-term cover within any age group in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
- Motivate and progress pupils' learning following school policies and guidance from class teachers
- Organise and safely manage the appropriate learning environment and resources.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work.
- Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Safeguarding Policy. Supporting Children with Medical Needs Policy, Health and Safety Policy and the Behaviour Policy
- When teaching whole classes, if available deploy teaching assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group
- Attend all briefings, focus meetings and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development

## Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs & Disability Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.