



## **HIGHER LEVEL TEACHING ASSISTANT – EYFS/KS1**

**BAND 8 - £30,060 to £32,364 (This is the Full Time Equivalent). – 30 hours per week TTO**

**Start Date: September 25**

### **JOB DESCRIPTION**

#### **Main purpose**

The HLTA will:

- Adhere to the school's ethos and values system (GROW),
- Work with class teachers to raise the learning and attainment of all pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups,
- Teach classes on a regular basis

#### **Duties and responsibilities**

#### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and EAL (English as an additional Language).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Apply knowledge of the EYFS framework to enable children to achieve their full potential in all areas of learning
- Use effective relational strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining positive classroom management among pupils,
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Utilise technology to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

## **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of children's performance and progress as appropriate to the level of the role (Tapestry)
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning, in keeping with the school's ethos and following the Progression of Knowledge and Skills documents for the relevant framework.

## **Working with others**

- Work effectively with staff, parents/carers and relevant professionals
- Communicate coherently with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist teachers such as those from Chatterbug
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset, have had accidents or who are struggling with their mental health

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

**The HLTA will be required to follow school policies and the staff code of conduct.**

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

May 2025