

Role Profile

Higher Level Teaching Assistant (HLTA) / HLTA Apprentice Opportunity

South Wonston Primary School

Responsible to: Headteacher

Working closely with: Class teachers, SENDCo, phase leaders

Contract: Term time only

Hours: 8:30am-3pm Monday-Friday

Purpose of the role

To support high-quality teaching and learning within a mixed Year 3/4 classroom and to provide planned whole-class teaching cover across the primary phase from Reception to Year 6.

The role includes delivering lessons using prepared planning, supporting pupil progress through small-group and individual work, and contributing positively to the wider life of the school.

The position may also suit an experienced teaching assistant wishing to develop towards HLTA status through apprenticeship training and/or considering progression towards teacher training in the future.

Key responsibilities

Classroom-based responsibilities (Year 3/4)

The HLTA will:

- work closely with the Year 3/4 class teacher to support teaching and learning
- deliver planned learning activities to individuals, small groups and whole classes
- support pupils' independence and engagement in learning
- contribute to maintaining a positive classroom environment
- assist with preparation and organisation of learning resources
- support assessment for learning within lessons

This classroom base provides consistency alongside opportunities to work across the wider school.

Planned teaching cover across the primary phase

The HLTA will:

- deliver whole-class lessons across Reception to Year 6 using prepared planning
- maintain continuity of learning during teacher release time
- support consistent behaviour expectations across classes
- adapt delivery appropriately for different age groups
- work collaboratively with teachers to ensure smooth transitions between lessons

This cover forms part of a structured and supportive approach to teaching across the school.

Supporting pupil progress

The HLTA will:

- work with individuals and small groups to support learning
- support pupils with SEND and disadvantaged pupils
- reinforce learning introduced by teachers
- support pupils' independence and confidence
- contribute to recording pupil progress where appropriate

Supporting inclusion and wellbeing

The HLTA will:

- support inclusive classroom practice
- promote positive behaviour for learning
- help pupils engage successfully with learning routines
- follow safeguarding procedures at all times
- support school expectations: **Be Ready, Be Safe, Be Kind**

Working with colleagues

The HLTA will:

- work collaboratively with teachers and support staff
- contribute to consistency of classroom routines across the school
- communicate effectively with colleagues about pupil progress
- support transitions between lessons and learning environments
- contribute positively to the wider life of the school

Professional development

The HLTA will:

- engage with training and professional learning opportunities
- contribute to staff meetings where appropriate
- participate in performance development processes
- work towards HLTA status through apprenticeship training where applicable

The role may provide a pathway for candidates interested in progressing towards teacher training in the future.

Person Specification

Higher Level Teaching Assistant (HLTA) / HLTA Apprentice Opportunity

Criteria	Essential	Desirable
GCSE English and Maths (Grade C/4 or above or equivalent)	✓	
Experience supporting teaching and learning in a primary classroom	✓	
Experience working with KS2 pupils	✓	
Experience supporting pupils across the primary age range		✓
Confidence supporting whole-class learning using prepared planning	✓	
Experience working with small groups and individuals	✓	
Experience supporting pupils with SEND	✓	

Strong behaviour management skills	✓	
Ability to build positive relationships with pupils	✓	
Ability to work effectively as part of a team	✓	
Ability to adapt to working across different year groups	✓	
Strong communication skills with adults and children	✓	
Commitment to safeguarding and pupil wellbeing	✓	
HLTA status		✓
Willingness to work towards HLTA status through apprenticeship training		✓
Experience delivering whole-class sessions		✓
Interest in developing teaching practice further		✓
Interest in progressing towards teacher training in the future		✓