



Job Description

Higher Level Teaching Assistant (HLTA) PPA and Leadership Cover

Post Title:	Higher Level Teaching Assistant (HLTA) PPA and Leadership Cover
Contract hours:	2 - 5 days per week (open to discussion), plus 1 staff meeting per term, term-time only.
Contract Type:	Fixed Term until 31 December 2027, with a view to extend.
Responsible To:	Headteacher
Salary:	Grade 8 (NJC – Green Book)

Purpose of the Role

To support teaching and learning across the school by delivering high-quality lessons, covering classes, and contributing to curriculum delivery. The HLTA will work across the four classes, providing a varied and impactful role that extends beyond traditional classroom support.

Key Responsibilities

Teaching and Learning

- Deliver planned lessons across multiple classes in the absence of the class teacher.
- Follow teacher planning to ensure continuity, progression, and high-quality learning experiences.
- Adapt teaching approaches to meet the needs of all pupils.
- Maintain high expectations of pupil achievement, behaviour, and engagement.
- Support the development of an ambitious, inspiring, and inclusive curriculum.

Classroom Support

- Provide targeted support to individuals and groups of pupils.

- Assist in the preparation and organisation of classroom resources.
- Promote a positive, safe, and inclusive learning environment.
- Uphold school policies and procedures consistently.

Assessment and Feedback

- Monitor pupil progress during lessons and provide feedback to teachers.
- Support assessment processes in line with school practices.

Collaboration and Professional Relationships

- Work effectively as part of a team while demonstrating initiative and independence.
- Build and maintain positive relationships with staff, pupils, and families.
- Contribute to collaborative planning and staff development activities.

Professional Development

- Engage in ongoing professional development, including training and research-informed practice.
- Participate in one staff meeting per term focused on development, curriculum planning, and current educational research.
- Take an active role in personal career progression opportunities.

Person Specification

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Essential Skills and Experience

- Qualified teacher or HLTA experience preferred
- Ability to confidently lead learning across multiple classes.
- Strong organisational skills and the ability to follow planning effectively.
- Confidence to adapt planning based on learning outcomes
- High expectations for pupil achievement and behaviour.
- Ability to work both independently and collaboratively.

Personal Qualities

- Flexible, adaptable, and proactive approach.
- Values-led with a commitment to excellence in education.
- Positive outlook with a good sense of humour.
- Strong interpersonal and communication skills.
- Commitment to continuous professional growth.

Desirable

- Experience of covering classes in the absence of a teacher
- Experience of contributing to planning, assessment, and tracking pupil progress
- First Aid qualification
- Safeguarding/Child Protection training
- Additional specialist training (e.g. SEN, behaviour management, phonics)