Park Gate Primary School

Job Description

Higher Level Teaching Assistant (HLTA) Level 3

Role Title: Higher Level Teaching Assistant (HLTA) Level 3
Department: Education (Schools)
Reports to: Member of School Management Team, SENCO, Class Teacher or Senior LSA
Location: Park Gate Primary School
Role Profile Reference: 02132
Grade: EHCC07 D1
Hours: 8:15 to 15:15 Monday to Friday
Contract Type: Permanent, Term Time only (39 weeks per year to include 5 Inset days)

Role Purpose

- To work collaboratively with teaching staff to plan, prepare and deliver learning activities for individuals, groups and whole classes as directed, within an agreed system of supervision.
- To provide support for pupils, teachers, and the school to raise standards of achievement for all pupils.
- To promote pupils' independence, self-esteem and social inclusion.
- To support the school's inclusive ethos and uphold its values.

Key Accountabilities

- Plan, prepare and deliver learning activities to individuals, groups and whole classes, as directed by the teacher.
- Assess, record, and report on pupils' progress and development as required.
- Support teachers in the monitoring and evaluation of pupils' progress, maintaining accurate records.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environments and resources.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
- Supervise and support pupils during lesson and unstructured times, including break and lunch as required.
- Work with outside agencies and professionals as directed.
- Support pupils with additional needs, adapting activities as necessary to ensure inclusion.
- Contribute to the development and implementation of individual education/behaviour/support plans.
- Provide cover supervision for classes during short-term absence of teachers, ensuring continuity of learning.
- Participate in training and other learning activities as required.
- Comply fully with school and Hampshire County Council policies including safeguarding, health and safety, data protection and equal opportunities.

Person Specification

Qualifications and Training

- HLTA status or equivalent qualification
- Evidence of relevant professional development
- Good standard of general education, including GCSEs (or equivalent) in English and maths

Experience

- Experience working with children in a primary school setting
- Experience of planning and delivering learning activities under supervision
- Experience supporting pupils with additional needs is desirable

Skills and Knowledge

- Excellent literacy and numeracy skills
- Ability to deliver learning activities to individuals, groups and whole classes
- Good understanding of child development and learning processes
- Knowledge of safeguarding and child protection procedures
- Ability to use IT effectively to support learning
- Strong organisational and record-keeping skills

Personal Qualities

- High expectations for all pupils and a belief in bringing out the best in every child
- Excellent communication and interpersonal skills
- Ability to build effective relationships with pupils, staff and parents
- Reliable, flexible, and able to work as part of a team
- Commitment to upholding the values and ethos of the school
- Commitment to always maintaining confidentiality
- Willingness to undertake further training and development
- Willingness to support pupils who may display challenging or dysregulated behaviours and to undertake relevant training (e.g., positive handling).

Additional Information

- This post is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.
- Park Gate Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Training and ongoing professional development will be provided in line with the requirements of the role.