



JOB DESCRIPTION

POST TITLE: Higher Level Teaching Assistant (Level 6)

REPORTING TO: Assistant Headteacher

Job Purpose & Objectives

An experienced practitioner who will plan, deliver and lead high-quality teaching and learning across the primary age range under the direction and supervision of class teachers and senior leaders. The HLTA at Kingsleigh will strengthen classroom practice, lead learning for individuals, small groups and whole classes when required, and contribute actively to school improvement in line with the inspection framework.

Key Responsibilities

Teaching and learning

- Lead learning activities for individuals, small groups and whole classes (under assigned teacher's direction and SLT supervision), using a range of appropriate strategies to accelerate progress and close gaps.
- Deliver clearly structured lessons that engage and challenge pupils and are aligned with year-group curriculum intent.
- Plan and prepare lessons/activities in line with agreed schemes of work and the class teacher's plans; adapt routinely for pupils with SEND, EAL and disadvantaged backgrounds.
- Use high-quality questioning, modelling and feedback to advance pupils' learning in the moment.
- Promote high expectations of behaviour; use the school behaviour policy consistently to maintain a safe, purposeful learning environment.

Assessment, Monitoring and Record-Keeping

- Monitor, record and feedback on pupil progress, using school assessment systems and informing class teachers and SLT promptly.
- Use assessment information to adapt support, provide targeted feedback and inform next steps.
- Contribute to data reviews, pupil progress meetings and action plans for pupils on the SEND or disadvantaged cohorts.

Planning and Resource Management

- Contribute specialist knowledge to short- and medium-term planning.
- Prepare, select and adapt resources to meet the needs and interests of pupils.
- Where required, supervise and direct the work of other adults (TAs, ECTs, volunteers) in the classroom.

Inclusion and Safeguarding

- Plan for and support the full participation of pupils with SEND, EAL or social/emotional barriers.
- Work in line with Keeping Children Safe in Education and the school's safeguarding policy — act as a vigilant adult and report concerns immediately to the DSL.
- Promote equality of opportunity and challenge behaviours or situations that disadvantage pupils.

Professional Development and Collaboration

- Work collaboratively with class teachers, subject leaders and external professionals to improve pupil outcomes.
- Participate in the school's appraisal and professional learning; reflect on practice and act on feedback.
- Contribute to staff CPD by modelling effective approaches in the classroom.

Wider School Responsibilities

- Support extracurricular activities and wider school events as required.
- Undertake other duties reasonably delegated by the Headteacher.

Line Management, Accountability and Professional Development

- Day-to-day accountability to the class teacher for planned lessons; line management and performance appraisal by a named senior leader (e.g., Assistant Head or Inclusion Lead).
- Participation in the school's appraisal cycle with at least one professional development meeting per term.
- CPD entitlement in line with school policy; expectation to take part in HLTA network meetings and relevant accredited training.

Safeguarding and Statutory Responsibilities

- This post is subject to an enhanced DBS check and satisfactory references.
- All staff must work within the school's safeguarding policy and KCSIE statutory guidance.
- The post-holder must maintain confidentiality and promote the welfare of pupils at all times.

General information for all posts

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Signed Dated

Name