

Job Description Higher Level Teaching Assistant

Start Date:	September 2025
Responsible to:	Headteacher
Location:	Oakdale Junior School
Hours:	32.5 hours
Grade:	Dorset Grade F, SCP 12-17 (£14.36 – 15.58 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- To complement the professional work of qualified teachers by taking responsibility for agreed learning activities / curriculum area under an agreed system of supervision directed by a qualified teacher where the assigned teacher is not present; this will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils whilst assessing, recording and reporting on their progress and attainment. This could include distance learning.
- To ensure the learning environment is appropriately organised and to provide a good range of learning materials.
- To provide support for class teachers by establishing good relations with all pupils giving appropriate comfort and care as directed.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches and Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

Higher Level Teaching Assistants (HLTAs) are members of a multi-disciplinary team working under the supervision and general direction of a qualified teacher.

They are able to:

- Contribute to a wide range of teaching and learning activities.
- Assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present.

Support the pupil by:

- Liaising sensitively and effectively with parents and carers with regard to their role in pupil learning.
- Having sufficient understanding of their specialist area/phase to support pupils' learning.

- Attending to their personal needs and provide advice to assist in their social, health and hygiene development.
- Being familiar with age-related expectations of pupils, the main teaching methods and the assessment framework in the relevant subjects/specialisms/age groups.
- Understanding how to use common ICT tools to advance pupils' learning and independence in usage.
- Promoting and reinforcing pupils' self-esteem.
- Being inclusive and accepting all pupils within the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.

Support the teacher by:

- Contributing to teachers' planning and preparation of lessons and providing feedback to pupils and colleagues concerning pupils' learning and behaviour.
- Contributing effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Evaluating pupils' progress through a range of assessment activities, and monitoring pupils' participation, progress and responses to learning.
- With the teacher, maintaining and analysing records of pupils' progress.

Support the curriculum by:

- Understanding the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme.
- Understanding the key factors which affect the way pupils learn.
- Being familiar with the guidance about meeting special educational needs given in the Code of Practice.

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.
- The Deputy Headteacher/SENCO will arrange meetings, as needed, or as requested by the HLTAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Deputy Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification

Higher Level Teaching Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Child care qualification (CACHE level 2, NVQ level 2) Educated to GCSE level in Maths & English 	<ul style="list-style-type: none"> HLTA qualification (or working towards one) Up to date Safeguarding training
Experience	<ul style="list-style-type: none"> Experience of working with children in primary schools 	<ul style="list-style-type: none"> Experience of working in a team
Knowledge	<ul style="list-style-type: none"> Knowledge of Safeguarding issues and procedures Good numeracy and literacy skills Good IT skills 	<ul style="list-style-type: none"> Working knowledge of national curriculum and other relevant learning programmes
Skills & Abilities	<ul style="list-style-type: none"> Ability to work with and control children showing care and understanding Ability to work with individuals and small groups of children Ability to be confidential Ability to control and motivate & inspire class of children Ability to support children through the school's behaviour policy Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> Practical Skills
Qualities & Attitudes	<ul style="list-style-type: none"> Willing to undertake training as required 	
Other	<ul style="list-style-type: none"> Committed to Equal Opportunities 	<ul style="list-style-type: none"> First Aid Certificate

Whilst originally based at Oakdale Junior School School, the post holder may be required to travel to other local sites, including other CLP schools.