



## Curriculum based HLTA - Job Description

### Job Purpose

To take a pro-active role as a key member of the relevant curriculum area in supporting the work of teachers and facilitating pupil progress.

### Job Details

Job Title: Higher Level Teaching Assistant (aligned to a curriculum area)  
Job Level: Grade F  
Line Managed by: SENCO / Deputy Head

### Job Dimensions

Staff: To work alongside teachers and other members of the relevant curriculum area.  
Students: Principle foci are students with SEN and those supported by the Pupil Premium.

### Principal Accountabilities

- To advance pupils' learning in a range of settings, including working with individuals, small groups and whole classes.
- To deliver cover lessons within the relevant curriculum area as necessary.
- To monitor and evaluate pupils' progress and understanding of learning activities on an on-going basis, ensuring that pupils' responses and attainments are systematically recorded in accordance with school policy.
- To be responsible for organising and managing teaching equipment, materials and other learning resources required to support the delivery of curriculum activities and develop pupils' literacy and numeracy skills.
- To assess, monitor and record pupils' progress through IEPs, and make appropriate alterations to IEPs in order to ensure pupils' progress.
- To liaise with parents and carers on pupils' progress, difficulties, achievements and other relevant matters, ensuring sensitivity and respect with regard to such communications.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage tolerance and inclusion of all pupils.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To provide feedback to pupils in relation to all forms of progress and achievement.
- To supervise and manage pupils' behaviour in accordance with the school's established Behaviour Management Policy.
- To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines.
- To be aware of and work in accordance with the school's child protection policies and safeguarding procedures.

### 5 Key Competencies

- Well-developed communication skills.
- Commitment to the development of the whole child.
- Resilience.
- The ability to work as part of a team.
- Set standards and provide a role model for students.