JOB DESCRIPTION

St. Peter's CE Primary is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job detail

Job title: Higher level teaching assistant (HLTA)
Salary: WSCC NJC Grade 8 (£33,673 pro-rata)
Hours: 32.5 hours per week (8:30 to 3:30)
Contract type: Full-time, Fixed-term to 31st July 2027
Reporting to: Headteacher
Responsible for: PPA cover, short term absence cover and TA support

Main purpose

The HLTA will:

- Provide high-quality class cover for PPA, leadership release time and short-term staff absence.
- Primarily support teaching and learning across EYFS and Key Stage 1, whilst retaining the flexibility to work across the wider primary age range as required.
- Work closely with class teachers to raise standards, improve pupil outcomes and support high-quality learning.
- Promote pupils' independence, self-esteem, social inclusion and wellbeing.
- Support pupils to access the curriculum, make progress and achieve their full potential.

Duties and responsibilities

- Deliver high-quality learning activities for individuals, groups and whole classes.
- Demonstrate an effective understanding of teaching and learning strategies to support pupil progress.
- Promote participation and inclusion for all pupils, including those with SEND.
- Support the delivery of a broad and balanced curriculum.
- Use behaviour management strategies consistently in line with school policies.
- Maintain a safe, stimulating and engaging learning environment.
- Observe, monitor and record pupil progress and share information with teachers.
- Cover and lead class teaching as required.
- Direct and support the work of other adults when appropriate.
- Use ICT effectively to enhance teaching and learning.

Planning and Assessment

- Prepare learning environments and resources for lessons.
- Contribute to assessment, monitoring and reporting of pupil progress.
- Use allocated preparation time to plan, adapt and organise learning activities.
- Support teachers in ensuring learning activities meet the needs of all pupils.

Working with Staff, Parents and Professionals

- Communicate effectively with pupils, staff, parents and carers.
- Share relevant information regarding pupil progress, attainment, wellbeing and barriers to learning.
- Work collaboratively with teachers and external professionals to support pupils' needs.
- Build and maintain positive professional relationships with colleagues and wider partners.

Safeguarding, Health and Safety

- Promote the safety, welfare and wellbeing of all pupils.
- Follow the requirements of Keeping Children Safe in Education (KCSIE), statutory safeguarding guidance and school policies.
- Respond appropriately to accidents, incidents and pupil welfare concerns.
- Follow school procedures for recording and reporting safeguarding concerns and incidents.

Professional Responsibilities

- Support and uphold the Christian vision, values and ethos of St Peter's CE Primary School.
- Contribute positively to the wider life of the school and its community.
- Maintain confidentiality and act in accordance with the Staff Code of Conduct.
- Engage fully in professional development opportunities and the appraisal process.
- Keep knowledge, skills and practice up to date.

OTHER INFORMATION

The HLTA will be expected to undertake other duties commensurate with the grade and responsibilities of the post as reasonably directed by the Headteacher. The duties outlined above are illustrative rather than exhaustive

Unlocking the potential in everyone

Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.