**Job Description: Higher Level Teaching Assistant**

**Job Title:** Higher Level Teaching Assistant (HLTA)

**Location:**

Holy Trinity C E Primary School, Cuckfield

**Contract Type:**

Part-time – 3 days per week – term time only – Fixed term contract (21.07.2027 – possible extension subject to funding)

**Salary:**

NJC Grade 8.20

**Responsible to:**

Headteacher / Class Teachers

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**Purpose of the Role**

To provide high-quality teaching and learning support, including taking responsibility for the delivery, and assessment of learning when covering class teachers. The HLTA will ensure a safe, stimulating, and inclusive environment that supports all pupils to achieve their full potential.

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**Key Responsibilities**

**Classroom Leadership (Cover Responsibility)**

- Review and deliver pre-planned engaging and developmentally appropriate lessons

- Take full responsibility for classes in the absence of the teacher.
- Manage classroom behaviour effectively, promoting positive attitudes to learning.
- Adapt teaching to meet the needs of all pupils, including those with SEND and EAL.
- Ensure safeguarding and welfare requirements are consistently met.

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**Supporting Teaching and Learning**

- Work collaboratively with the class teacher to support planning and assessment.
- Deliver targeted interventions and small group work.
- Observe, assess, and record children's progress.
- Marking and assessments.

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**Curriculum and Environment**

- Deliver the curriculum as required
- Support the children to engage in lesson in an inclusive way
- Manage behaviour

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**Assessment and Reporting**

- Monitor and track pupil progress
- Provide feedback to the class teacher and contribute to pupil reports where required.
- Support moderation and assessment processes.

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**Safeguarding and Wellbeing**

- Promote the safety and wellbeing of all pupils at all times.
- Follow school safeguarding policies and procedures rigorously.
- Build positive relationships with pupils, parents, and carers.

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**Professional Responsibilities**

- Attend relevant meetings and training where possible (pro-rata).
- Maintain confidentiality and uphold the school's values and policies.
- Contribute to the wider life of the school where appropriate.

**Person Specification**

**Essential:**

- HLTA status or equivalent qualification/experience.
- Ability to lead a class independently.
- Excellent communication and interpersonal skills.
- Good behaviour management skills.
- Commitment to safeguarding and promoting pupil welfare.

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**Desirable:**

- Experience delivering phonics programmes (Read Write Inc).
- Experience supporting children with SEND.
- First aid qualified or willing to obtain

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**Hours of Work**

- 3 days per week – 8:30am – 4pm – 21 hours total

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**Safeguarding Statement**

Holy Trinity CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and Health check