IQRA Primary School
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Head Teacher
Dr M Maher

We Learn, We Lead, We Inspire

HIGHER LEVEL TEACHING ASSISTANT

Job Description/Person Specification
Pay Level 5 SCP 13-23

JOB TITLE

Higher Level Teaching Assistant (HLTA)

REPORTING LINES

Headteacher

RESPONSIBLE FOR

No line management responsibility

JOB PURPOSE

The post holder is responsible for covering prepared lessons in the absence of the class teacher to ensure that students' learning and development continues.

MAIN ACCOUNTABILITIES

1. Supervise and be in sole charge of a class during the absence of the class teacher
2. Deliver pre-planned lessons to a class of pupils ensuring learning and development takes place
3. Manage and report of pupil behaviour and attendance, including taking the register
4. Ensure pupils are aware of the lesson objectives and motivate pupils to work effectively together
5. Collate and pass work back to the class teacher following the lesson
6. Deal with any emergencies/problems arising within the lesson in accordance with the school policies and procedures

7. Ensure the head of department is kept aware of pupil welfare and progress
8. To collate a bank of appropriate supervision work in liaison with the relevant Head of Department
9. Comply with Data Protection/GDPR regulations
10. Any other duties that may be required commensurate with the level of the post

SAFEGUARDING RESPONSIBILITIES

All staff responsibility to:

- Provide a safe environment in which children can learn.
- Promote and actively support the School/LA's responsibilities towards Safeguarding through the relevant policies and procedures.
- To identify children who may be in need of extra help, or who are suffering, or are likely to suffer, significant harm.
- To take appropriate action, working with other services as needed.

In addition to working with the Designated Safeguarding Lead, staff members should be aware that they may be asked to support social workers to take decisions about individual children.

PERSON SPECIFICATION – HIGHER LEVEL TEACHING ASSISTANT

	Essential	Desirable
Education, Training and Work Qualifications	Educated to Level 2 or equivalent in English (GCSE Grade A – C or equivalent)	HLTA/NQV Level 4 or equivalent qualification
Knowledge	Proven ability to use MS Office (Word and Excel) effectively	
Skills and Abilities	Ability to manage pupil behaviour and control a class Ability to communicate effectively and diplomatically in writing/verbally at all levels Able to motivate pupils to engage in learning Ability to deliver pre-planned lessons effectively ensuring that learning takes place Ability to work flexibly Able to work independently and as part of a team Ability to use initiative and solve problems/handle difficult situations as they arise Willing to promote and support the ethos of the school Ensure compliance with Data Protection/GDPR requirements	
Relevant Experience	Proven experience working with children in a school in a similar role	