



Job Description: Higher Level Teaching Assistant (HLTA)

Location: Acresfield Academy

Reporting to: Class Teacher / SENCo / Headteacher

Role Purpose

To support teaching and learning across the school by working independently and alongside teachers to deliver high-quality education. The HLTA will take responsibility for teaching whole classes, planning learning activities, assessing pupil progress, and providing targeted support to individuals and groups.

Key Responsibilities

Teaching and Learning

- Plan, prepare, and deliver learning activities for individuals, groups, and whole classes in the absence of a teacher or as directed.
 - Teach whole classes across a range of subjects within the primary curriculum.
 - Adapt teaching strategies to meet the needs of all pupils, including those with SEND, EAL, or high attainment.
 - Create a purposeful, inclusive, and engaging learning environment.
 - Promote positive behaviour in line with the school's behaviour policy.
-

Planning

- Work collaboratively with class teachers to plan lessons and sequences of learning.
 - Contribute to medium- and short-term planning to ensure clear progression and continuity.
 - Select and prepare appropriate resources to support learning objectives.
 - Adapt learning to meet a range of abilities and learning needs.
-

Assessment, Marking, and Recording

- Assess, record, and report on pupil progress in line with school policies.
- Mark pupils' work in line with the school's policy.



- Use formative and summative assessment to evaluate pupil understanding.
 - Track progress and identify pupils needing additional support or challenge.
 - Contribute to pupil reports and attend meetings with staff and parents where appropriate.
-

Support for Pupils

- Provide targeted interventions for individuals and small groups.
 - Support pupils with additional needs, including SEND, social, emotional, and behavioural needs.
 - Encourage independence, resilience, and confidence in learning.
 - Foster a safe and supportive environment for all pupils.
-

Support for Teachers and the School

- Liaise effectively with teachers, SENCo, and other staff members.
 - Support curriculum development and school initiatives.
 - Supervise pupils during activities, including breaktimes, trips, and extracurricular sessions.
 - Contribute to the wider life of the school community.
-