

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: HLTA

Grade: G6

Directly Responsible to: SENDCo

Hours of Duty: 37 hours per week/Term time plus 5 days

Primary Purpose and Scope of the Job:

To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants by contributing to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils. To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.

WORKING RELATIONSHIPS

Teaching staff
Teaching Assistants
Pupils
Parents

KEY TASKS AND ACCOUNTABILITIES

1. To support pupils with special educational needs through the delivery and development of specific learning programmes
2. To undertake monitoring and assessment of pupil's work
3. To provide feedback to pupils in relation to their progress and achievement
4. To be involved in display work around the school and to direct others as necessary
5. To monitor and evaluate pupil's responses to learning activities and note their progress towards targets
6. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher
7. Support the evaluation of pupils' progress using a range of assessment techniques
8. To contribute effectively to teachers planning and preparation of lessons
9. To contribute to maintaining and analysing records of pupil's progress
10. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals
11. Administer and invigilate exams/tests
12. Deliver 'out of school' learning activities e.g. field trips within guidelines established by the school
13. To attend relevant meetings and participate in training and development opportunities as appropriate
14. To establish good working relationships with parent, to support the achievement and progress of the pupils

15. Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils
16. Use expertise to advise and support others as appropriate.
17. To adhere to the school health and safety policy including risk assessment and safety systems.
18. To adhere to school policy on equality and diversity
19. Use ICT effectively to support learning activities and develop pupil's competence and independence in its use
20. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs
21. Carry out all duties with due regard to confidentiality and data protection regulations
22. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
23. To undertake such additional duties as are reasonably commensurate with the level of this post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: October 2025

Revised by: SENDCO

Postholder:

Signed:.....

Date: