



## **HLTA**

### **Job Description**

#### **Job Details:**

Title:	HLTA (Higher Level Teaching Assistant)
Reporting to:	SENDCo
Responsible to:	Principal
Hours:	36.25

#### **Job Purpose:**

**To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.**

To undertake and support the delivery of high-quality learning both in and out of the classroom. The postholder will collaborate with teachers / SENDCo in planning and delivering programmes of teaching and learning for groups or individual students. Monitoring students and assessing, recording and reporting on students' achievement, progress and development.

#### **Support for Students:**

- **To promote the inclusion and acceptance of all groups of students.**
- To develop a knowledge and understanding of the needs of identified students.
- To promote self-esteem and confidence
- Support coregulation of student's needs
- Support students with EHCP's and administration around EHCP's and other referrals to external agencies
- To maximise the learning potential of students by:
  - Helping to clarify and explain instructions
  - Encouraging concentration
  - Using appropriate questioning techniques to support learning
  - Liaising with the subject teachers and SENDCo
  - Developing appropriate resources to support students



- To develop, in conjunction with the subject teacher / SENDCo clear, rigorous and measurable strategies for addressing student underachievement, and implement them.
- Liaise closely with teaching staff to ensure that your support is part of a coherent, structured package to benefit each student
- Use school tracking and monitoring systems to measure progress and evaluate support
- Liaise, where agreed, with parents and outside agencies to support students.

#### **Support for Teachers:**

- Plan with the teacher the short and long term goals and strategies for supporting each student, ensuring that student needs are clear and have been addressed.
- Work closely with the subject teacher to support the adaptation and differentiation of work to meet the needs of each student.
- Assist with the recording of progress of students.
- Provide regular feedback to teachers about student progression
- Work closely with subject teachers to understand and support assessment strategies that will enable each student to progress.
- Liaise, as appropriate and agreed, with parents/carers and other support services to help focus student achievement.
- Write and oversee behaviour plans for specific students where required.

#### **Support for the Curriculum:**

- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To prepare, maintain and use creative and innovative resources required to meet the needs of all students.
- Employ and support additional strategies agreed by the team to support students and prevent underachievement.

#### **Support for the School:**

- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/ work/ aims of the school.
- To appreciate and support the role of other professionals in the organisation.

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- To attend and participate in relevant meetings as required/ directed by the School's SENDCo.
- Be aware of confidential issues linked to students/staff and act appropriately
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Invigilate or support with public examinations as necessary and appropriate.
- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To actively promote and safeguard the welfare of all children, that you are responsible for or come into contact with.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 12/12/2025

Name of post holder:

Signature of post holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date:

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