

Coalway Community Infant School  
Job description and person specification



### Employment details

Job title:	Higher Level Teaching Assistant
Reports to:	Governing Body/Headteacher
Type of position:	Fixed-Term Contract (to 31/08/2025)
Hours of work:	Part-Time 13 Hours Per Week
Grade:	Grade 6

### Job purpose:

The Higher-Level Teaching Assistant (HLTA) will provide support to teachers by delivering learning activities, managing classrooms, and assessing pupil progress. The HLTA will work under the direction of a teacher, often taking responsibility for planning, preparing, and delivering lessons to individuals, small groups, or even whole classes for short periods. The HLTA will also play a key role in monitoring and reporting on pupil achievement and development

### Main duties and responsibilities

<b>Supporting Teaching and Learning -</b>
To support and deliver pre-planned lessons to individuals, small groups, or whole classes under the supervision of a teacher.
Preparing and organising learning materials and resources.
Assessing and recording pupil progress and achievement.
To provide feedback to pupils on their work.
<b>Classroom Management and Support -</b>
Collaborating with teachers to plan and deliver learning activities.
Sharing information about pupil progress and development.
Potentially supporting the training and development of other teaching assistants.
<b>Other Duties -</b>
Be involved in leading or supporting extracurricular activities or school events.
Contribute to the development of learning strategies.
Be involved in multi-agency working and sharing information with other professionals

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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### Person specification

	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified HLTA status</li> <li>• Willingness to undertake CPD</li> <li>• Previous experience of working in a school</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification</li> <li>• Previous experience working in either EY's or key stage 1</li> <li>• Previous experience working in partnership with parents</li> </ul>
<b>Essential Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• <b>Strong communication and interpersonal skills</b> – to effectively communicate with pupils, teachers, and other staff.</li> <li>• <b>Excellent organizational and time-management skills</b> – to manage classroom activities and resources effectively.</li> <li>• <b>Able to work independently and as part of a team</b> – to take both initiative and collaborate effectively.</li> <li>• <b>Passion for education and a commitment to supporting pupil development</b> – to motivate and encourage pupils in their learning.</li> <li>• Ability to work as part of a team</li> <li>• <b>Understanding of relevant educational policies and practices</b> – to ensure compliance and contribute to a positive learning environment</li> </ul> <p>In essence, to act as a bridge between the teacher and the pupils, providing essential support to ensure effective teaching and learning for all.</p>	<ul style="list-style-type: none"> <li>• First aid skills</li> <li>• An understanding of the importance of parental involvement</li> <li>• Experience working with children who have SEN and/or disabilities</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Committed to learning</li> <li>• Supportive of colleagues</li> <li>• Good attendance and punctuality</li> <li>• Good sense of humour</li> <li>• Pro-active in the working environment</li> <li>• Enthusiastic and positive attitude</li> <li>• Ability to accommodate changes in work priorities</li> <li>• Ability to develop effective relationships with parents</li> <li>• Ability to encourage and enable others to reach their full potential</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• A flexible approach</li> </ul>

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