**Job Purpose**

To support teachers in the delivery of high-quality teaching and learning and to work with individuals or groups of pupils under the direction of a teacher. The HLTA will also take responsibility for delivering specified learning activities to whole classes during the teacher’s planning, preparation, and assessment (PPA) time or absence.

**Key Responsibilities**

* Plan, prepare, and deliver lessons to individuals on occasion, under the guidance and supervision of a qualified teacher.
* Support pupils’ learning activities in a range of classroom settings.
* Assess the needs of pupils and use knowledge and specialist skills to support their learning and development.
* Support the implementation of individual education and behaviour plans.
* Provide objective and accurate feedback to pupils and teachers, keeping records as required.
* Support the use of ICT in learning activities and help develop pupils’ competence and independence in its use.
* Promote positive behaviour and help maintain a purposeful, orderly learning environment.
* Work collaboratively with teachers and other support staff.
* Supervise pupils in the absence of a teacher, including during short-term cover and when supervising break/lunch times or off-site activities.
* Participate in the planning and evaluation of learning activities.
* Assist in preparing and maintaining the learning environment, including resources and displays.
* Maintain confidentiality in and outside the workplace.

**Person Specification**

**Essential:**

* HLTA status or equivalent qualification (e.g. Level 4 teaching assistant qualification).
* Proven experience working in a classroom or educational setting.
* Ability to support pupils in their GCSE studies of maths and science.
* Experience in planning and delivering lessons or learning activities.
* Ability to work collaboratively as part of a team.
* Strong behaviour management skills.
* Excellent communication and interpersonal skills.

**Desirable:**

* Experience working with children with SEN.
* First Aid qualification.
* Experience using assessment tools and tracking pupil progress.