



<b>Job Description</b>	
<b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role:</b>	<p><b>Job Title:</b> Higher Level Teaching Assistant (HLTA)</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p><b>Line Manager:</b> Class Teacher/Year Group Leader</p> <p><b>Hours:</b> 36 hours per week, Monday to Friday, term time plus one week</p> <p><b>Role Summary:</b>            The HLTA will work with and support the Reception class teacher ensuring the children get the very best from their education. Our three classes provide an outstanding level of care and education for our children and the HLTA will inspire, support, motivate and engage the class.</p>
Main duties and responsibilities:	<p><b>Supporting Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Support and implement the agreed vision and objectives of the school</li> <li>• Support class teacher to implement activities in or out of the classroom</li> <li>• Supervise whole class during the short-term absence of a teacher as directed by the EYFS Co-Ordinator, Headteacher or Deputy Headteacher</li> <li>• Support class teacher in providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development</li> <li>• Establish productive relationships with the children, setting high expectations for behaviour and learning</li> <li>• Encourage children to interact and work co-operatively with others engaging all children in activities</li> <li>• Promote independence and using strategies to recognise and reward achievement</li> <li>• Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the teacher is not present</li> <li>• Guiding work of other adults supporting teaching and learning in the classroom</li> </ul> <p><b>Supporting the teacher</b></p>



- Working with the teacher to establish an appropriate and enabling learning environment
- Being actively involved with the planning, evaluating and adapting of provisions according to individual needs
- Monitoring and evaluating pupils' responses to learning activities through observations and recording of achievements against learning objectives. Providing feedback to children in relation to their progress and achievement
- Promoting positive values, attitudes and good behaviour; dealing with incidents in accordance with established policies and encouraging children to take responsibility for their own behaviour

**Children's welfare**

- Attending to their health, welfare and safety at all times, including when in external play areas, toileting and cleaning incontinent or sick children
- Dressing minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided
- Prepare and assist in serving of snacks and drinks. Support appropriate behaviour and eating habits during lunchtimes

**Supporting the school**

- Being aware of and complying with policies and procedures relating to the child protection, health, safety and security, and confidentiality and reporting all concerns to an appropriate person
- Assist in the upkeep of different areas within the main school
- Attending consultations evenings, Open Days, etc as requested

**Training**

- Undergo regular performance management cycles to identify areas of development and training needs
- Attend staff meeting and INSET training as requested
- Participating in training and other learning activities as required

**Other**

- Undertaking playground duties as required
- Accompanying teaching staff and children on visits, trips, and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Supervising Club teas required (3.30pm-4.00pm)

Pilgrims Pre-Preparatory School  
Job Description - Higher Level Teaching Assistant



	<ul style="list-style-type: none"><li>• Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person</li></ul>
--	---

*This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.*



<b>Person Specification</b> The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	Relevant Level 3 TA or equivalent qualification	HLTA Status or willing to train  First Aid qualification	Certificates
<b>Experience</b>	Experience of planning and teaching individuals and small group sessions  Experiences of phonics	Managing other support staff  Previous Reception/Early Years/KS1 experience	Application form  Interview  References
<b>Knowledge &amp; Skills</b>	Ability to maintain confidentiality  Effectively deliver planned teaching sessions and activities for pupils in the absence of the Teacher  Provide relevant and detailed feedback to the teacher on pupils' achievements and progress  Develop children's knowledge through the evaluation of their own learning needs  Work well both independently and part of a team  Remain calm under pressure and able to adapt to change quickly  Excellent standard of written English and numeracy  Proficient in IT skills		Interview  Interview task

Pilgrims Pre-Preparatory School  
 Job Description - Higher Level Teaching Assistant



	<p>Effective behaviour management strategies</p> <p>Ability to be organised, well prepared and to work to a timetable</p>		
<p><b>Personal competencies and qualities</b></p>	<p>Excellent interpersonal and communication skills</p> <p>Ability to use initiative and work flexibly</p>		<p>Interview</p>