

Higher Level Teaching Assistant (HLTA / Crew Leader) Job Description

Job Title:	Higher Level Teaching Assistant (HLTA)
Grade of Post:	Grade 6
Hours of Work:	33.5 hours (Term Time only)
Responsible to:	HEADTEACHER

Purpose of the Job:

To support the education, supervision and care for students in school, assisting with the promotion of the highest levels of achievement by providing high quality Learning Support to those students identified as being in need.

Higher Level Teaching Assistants are expected to meet the [HLTA Standards](#).

HLTA responsibilities:

- Take a lead role with the class teacher in the planning, development and organisation of systems, procedures and policies directly related to the curriculum and pupils
- Deliver pre-planned lessons to individuals, groups or classes of pupils under an agreed system of supervision, adjusting activities according to pupils needs and responses.
- Assist teaching staff on the planning and preparation of resources
- Produce lesson plans and worksheets as directed
- Manage records, information and data producing analysis and reports
- Undertake the marking of pupils' work and accurately record achievements and progress
- Deliver after school learning activities

This Criteria is to be read alongside the

[Teaching Assistant \(Learning Coach\) Job Description](#). The performance of these duties is under the reasonable direction of the SENCO and Headteacher.

The Post holder's duties must be carried out in compliance with the school's Safeguarding policies, Equality policies, Information Security policies, Financial Regulations, Health & Safety at Work Act, and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the

school, commensurate with the grading of the post, without changing the general character of the post.

The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the  XP Trust Staff Code of Conduct which includes the expectation to **read, understand and gain clarity around the professional documentation** within the  XP Trust Staff User Guide and  Staff Handbook Policies