



Post Title	HLTA
School / Organisation	Avanti Meadows
Location	Bishop's Stortford
Grade	Grade 5, £27,715 - £29,578 per annum, pro rata <i>Approximately £19,209 - £20,500 per annum (0.69309 FTE)</i>
Hours	32.5 hours per week
Contract Type	Permanent
	Term Time only
Reports to	Deputy Principal
Preferred Start Date	1 st September 2025

MAIN PURPOSES OF THE JOB

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for Teachers.
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB



Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To deliver and support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEHCP) targets and to reviews.
- To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the curriculum and national strategies.
- To undertake monitoring and assessment of pupils' work.
- To provide feedback to pupils in relation to their progress and achievement.

Support for the teacher

- To be involved in display work around the school and to direct others as necessary.
- To monitor and evaluate pupils' responses to learning activities and note their progress towards targets.
- To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
- Support the evaluation of pupils' progress using a range of assessment techniques.
- To contribute effectively to teachers planning and preparation of lessons.
- To contribute to maintaining and analysing records of pupils' progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

Support for the school

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- Administer and invigilate exams/tests.
- Deliver 'out of school' learning activities e.g. field trips within guidelines established by the school.
- To attend relevant meetings and participate in training and development opportunities as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- Commitment to the safeguarding and welfare of children and young people
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To adhere to school policies and the Trust's Ethos Policy.

Support for the curriculum

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- To undertake broadly similar duties commensurate with the level of the post as required by the Principal.

PERSON SPECIFICATION



Criteria		Requirement	
		Essential	Desirable
1.	HLTA status or equivalent qualification or experience.	X	
2.	Experience of working with relevant age group within a learning environment.	X	
3.	Experience of working with children with additional learning needs.	X	
4.	Excellent level of literacy and numeracy skills or qualifications to NVQ level 2 English and Maths.	X	
5.	Specialist training in relevant learning strategies in appropriate curriculum or learning area	X	
6.	Experience of general clerical work/administrative work.	X	
7.	Able to work collaboratively and cooperatively with colleagues	X	
8.	Ability to communicate clearly and concisely both orally and in writing.	X	
9.	Ability to successfully complete first aid training as required.	X	
10.	Ability to work well as part of a team.	X	
11.	An understanding of classroom roles and responsibilities.	X	
12.	Ability to relate well to children and adults to build and maintain effective relationships.	X	
13.	Good working knowledge of national curriculum.	X	
14.	An ability to understand the principles of child development and learning processes and in particular barriers to learning	X	
15.	Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupils progress.	X	
16.	Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation	X	
17.	Understand range of support services and other agencies as appropriate.	X	
18.	Ability to plan effective actions for pupils at risk of underachieving	X	
19.	Ability to provide necessary personal care to children	X	
20.	Ability to use ICT effectively to support learning	X	
21.	High degree of drive, resilience and enthusiasm	X	
22.	Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively.	X	
23.	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	X	
24.	Awareness of Health and Safety requirements within a school setting.		X
25.	Commitment to professional development, learning and development to improve own practice/knowledge.	X	



Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>