

JOB DESCRIPTION



JOB TITLE: Higher Level Teaching Assistant (HLTA)

LINE MANAGER: Academic Progress and SEND Manager

PURPOSE OF THE JOB

The HLTA will be allocated a specialist focus area (e.g. Level 2, Literacy and Numeracy, or Vocational subjects) and will work closely with teaching staff, curriculum leads and the Academic Progress and SEND Manager to enhance student progress, engagement, and achievement.

As this is a newly established role, its responsibilities and parameters will evolve in alignment with the candidate's strengths and the changing needs of the college.

KEY RESPONSIBILITIES

Learning Support

- Deliver targeted small-group and one-to-one interventions in allocated subject areas (e.g., Level 2 courses Literacy/Numeracy, Vocational courses).
- Support learners in developing study skills, confidence, and independence.
- Work with teachers and curriculum to adapt resources and strategies to meet diverse learner needs, including those with specific additional learning support requirements.

Teaching & Learning

- Plan and deliver learning activities for students under the guidance of the Academic Progress and SEND Manager working with teaching staff/Curriculum leads
- Contribute to the assessment of learners by monitoring progress and providing feedback.
- Provide in class support LSA (half timetable) to support students with additional support needs
- Provide targeted interventions to support students either on a 1-1 or in small groups.
- In collaboration with the teaching staff work with them to aid classroom management and maintain a positive learning environment.

Collaboration

- Work in partnership with teachers, tutors, and support staff to ensure cohesive support and delivery of programmes to students with additional support needs.
- Contribute and provide feedback to aid college curriculum development by sharing insights from learning support in collaboration with the Academic Progress and SEND Manager

Administration

- Maintain accurate records of learner progress and interventions.
- Assist in preparing teaching materials and resources.

GENERAL RESPONSIBILITIES

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

The above information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

Person Specification

Essential

- Willing to train to achieve HLTA status or equivalent qualification.
- Experience supporting learners in an FE or secondary education setting.
- Strong knowledge of targeted areas: Level 2 programme of study/ Literacy/Numeracy, or Vocational subject areas.
- Ability to differentiate support for learners with varying abilities and additional support needs.
- Excellent communication and interpersonal skills.
- Strong organisational skills and attention to detail.
- Ability to work independently to consider students with additional needs support requirements and adapt role to provide interventions which enable the students to progress and reach their goals

Desirable

- Previous teaching experience
- Knowledge of SEND strategies and inclusive practices.
- ICT skills to support digital learning and resource creation and a willingness to explore the role and use of assistive technologies and AI to support SEND learners

Key Attributes

- Passionate about supporting young people and adult learners to achieve their potential.
- Flexible and adaptable to meet the needs of diverse learners.
- Collaborative team player with a proactive approach.