**Higher Level Teaching Assistant Job Description**

The role of a Higher Level Teaching Assistant (HLTA) will vary hugely between different schools. This is a typical job description of a HLTA to help you understand what the job involves.

* To ensure that all policies implemented by the school are actively upheld and promoted at all times
* Using a range of assessment and screening tools to both identify deficits in students cognitive and language skills and evaluate the impact of interventions delivered
* Planning, delivering and evaluating a range of evidence based literacy, numeracy, language and social skills programmes
* Organising and maintaining student progress records in support of the graduated approach
* Carrying out classroom observations and gaining teacher, student views
* Producing scaffolding resources to aid the learning of students when in mainstream lessons
* To work in close collaboration with the Inclusion Team, under the direction of the SENDCO and following the guidance from outside agency professionals
* Be able to effectively and efficiently manage caseloads and intervention programmes
* To support the needs of the students and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical support for class based tasks.
* Create and maintain a purposeful, orderly and supportive environment
* Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
* Support teaching staff and students on school trips as required, by taking responsibility for students and adhering to the relevant school polices and documentation