



Ark St Alban's Academy

Higher Level Teaching Assistant

Job description

The Role

As a Higher-Level Teaching Assistant (HLTA), you will provide specialist support and targeted interventions for individuals and groups of pupils, helping them to achieve strong academic progress. Working closely with teachers, you will help create an inclusive, supportive and nurturing learning environment, playing a key role in our mission to ensure every student, regardless of their background, receives an excellent education and great choices in life.

Key Responsibilities

Level 3 Teaching Assistant

- Plans and deliver structured small-group interventions under teacher guidance
- Adapts resources and supports SEND/EAL pupils more independently

Support for Pupils and Teachers

- Support pupil learning through targeted interventions and learning programmes, promoting high expectations, independence and confidence
- Promote inclusion and encourage pupils to interact and work collaboratively
- Work with the SENCO and teachers to assess pupil needs and contribute to, implement and review Individual Education Plans (IEPs)
- Adapt and develop resources for EAL and SEND pupils, ensuring they can access the curriculum safely and effectively
- Plan and deliver 1:1 and small-group intervention sessions to support pupil progress
- Observe, record and provide feedback on pupil performance and progress
- Assist with curriculum planning, resource preparation and classroom displays
- Support whole-class teaching and deliver lessons or supervise learning activities planned by a teacher
- Use effective strategies, in liaison with teachers, to support behaviour management and learning
- Use specialist skills to support pupils' academic, social, emotional and physical development

Support for the school

- Act as a lead in a specialist area, sharing expertise and good practice with colleagues
- Contribute to the planning of enrichment and out-of-school learning activities
- Supervise pupils during breaktimes and lunchtimes, supporting their welfare and wellbeing
- Accompany staff and pupils on trips and educational visits as required

Other

- Actively promote the safety and welfare of children and young people
- Ensure compliance with Ark policies, including data protection requirements
- Build effective relationships with colleagues, parents and external agencies
- Work collaboratively with Ark Central and other academies to share and develop good practice

This job description is not exhaustive, and the postholder may be required to undertake other reasonable duties as directed by their line manager.

Person Specification

Qualifications

- Qualified to degree level
- Math's and English GCSE at grade C or above (or equivalent)
- Minimum of 2 years' experience as a teaching assistant or equivalent within the last 5 years
- Completion of HLTA training or equivalent

Knowledge, Skills and Experience

- Experience building positive learning relationships with pupils and supporting their progress
- Experience of the Teaching Assistant role, including classroom organisation, curriculum support and behaviour management
- Good understanding of teaching and learning strategies and the ability to work effectively with individuals, groups and whole classes
- Ability to contribute to lesson planning, resource preparation, assessment and monitoring of pupil progress
- Good knowledge of the national curriculum
- Strong numeracy, literacy, administrative and IT skills
- Excellent communication and interpersonal skills with both children and adults
- Ability to support pupils' health, wellbeing and personal care needs where required
- Additional skills such as speaking another language, playing a musical instrument or coaching a sport are desirable

Behaviours

- A genuine passion for education and belief in the potential of every pupil
- Strong commitment to safeguarding and promoting the welfare of children and young people
- Belief that every child deserves an excellent education, regardless of background
- Professional, organised and able to manage multiple priorities effectively
- A collaborative team player who can also work independently and use initiative
- Positive, patient and caring, with the ability to remain calm under pressure
- Understands the importance of confidentiality, discretion and professional judgement
- Flexible, adaptable and committed to achieving the best outcomes for pupils

Other

- Right to work in the U.K.
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Safeguarding statement:

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).