



## **Parkside Middle School**

### **Job Description**

**Designation:** Higher Level Teaching Assistant (Level 4)

#### **Purpose of Role**

This level is applicable to Higher Level Teaching Assistants (HLTA) whose working role calls for competence across a varied range of responsibilities to support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

#### **Key Functions**

- Collaborate with the Assistant Head (Behaviour and Attitudes) to deliver targeted interventions and personalised support for identified pupils.
- Support teaching and pastoral teams by addressing barriers to learning, promoting pupil engagement and achievement both in and beyond the classroom.
- Contribute to raising standards in achievement, attendance, and behaviour through proactive support and intervention.
- Work in partnership with families and external agencies to provide holistic pastoral support for pupils.
- Deliver planned learning activities under the guidance of teaching staff, including those requiring specialist knowledge, and contribute to planning, resource preparation, and assessment.
- Provide short-term whole-class supervision in the absence of a teacher, ensuring continuity of learning and classroom management.

#### **Support for the Pupil**

- Provide tailored support for pupils, including those with complex needs, in line with Individual Learning Plans and teacher guidance.
- Lead on the implementation and review of support plans (e.g. IEPs, behaviour, care), ensuring progress and well-being.
- Build positive, professional relationships with pupils, modelling high standards and promoting resilience, independence, and collaboration.
- Deliver targeted interventions to develop literacy, numeracy, and wider curriculum access through inclusive, differentiated strategies.
- Encourage active participation and self-directed learning, providing constructive feedback to support academic and personal growth.
- Coordinate with staff, families, and external agencies, maintaining confidentiality and contributing to assessment and reporting processes.

#### **Support for Teaching and Learning**

- Collaborate with teaching staff to plan, deliver, and evaluate differentiated learning across subjects and key stages.
- Prepare, adapt, and manage resources to meet a range of learning needs.
- Monitor pupil progress, provide detailed feedback, and contribute to planning and review meetings.
- Lead small group and 1:1 interventions, including academic and social-emotional programmes.

- Support inclusive classroom practice and behaviour management strategies.
- Supervise whole classes during teacher absence, maintaining learning continuity and behaviour expectations.
- Assist in the monitoring of Provision Maps for children who need learning support.
- Assist in reviewing statements of Special Educational Needs.
- Assist in the assessment of individual pupils and accurately record achievement/progress.
- Assist in setting behaviour targets.
- Undertake routine marking in line with school policy.

### **Support for the School**

- Uphold and model school policies, including safeguarding, equality, and data protection.
- Lead meetings, mentor colleagues, and contribute to staff training and development.
- Liaise effectively with parents/carers and external professionals to support pupil progress and well-being.
- Represent the support team in whole-school initiatives and contribute to strategic planning.
- Participate in school events, meetings, and ongoing professional development.
- Promote the school's ethos, vision, and values through professional conduct and leadership.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Work as required across the curriculum and in all Key Stages within the school.
- Any other duties as appropriate within the grade in order to ensure the smooth running of the school.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### **Contacts**

- Liaise with SLT, Teachers, Learning Support Assistants, Support Staff, Pupils, Parents, Visitors and other agencies.