

# **Millfields First School**

## **Higher Level Teaching Assistant (HLTA)**

We are seeking a highly motivated, flexible and resilient Higher Level Teaching Assistant to join our supportive team. This is a dynamic and rewarding role, ideal for someone who thrives in a varied environment and is passionate about making a difference to children's learning and wellbeing.

### **Purpose of the Role**

To support teaching and learning across the school by delivering high-quality learning experiences, covering short-term teacher absence, leading interventions, and providing flexible support across Nursery to Year 4, including 1:1 provision where required.

### **Key Responsibilities**

#### **Whole Class Teaching & Cover**

- Deliver engaging, usually pre-planned lessons during short-term teacher absence
- Maintain high expectations for behaviour and learning
- Adapt learning effectively to meet pupil needs
- Maintain high behaviour expectations in the classroom
- Provide clear feedback to teachers

#### **Intervention & Targeted Support**

- Deliver high-quality interventions for individuals and groups
- Track and report pupil progress and impact of intervention to class teachers
- Adapt provision responsively

#### **Flexible Classroom & 1:1 Support**

- Work across Nursery to Year 4
- Provide 1:1 SEND support when required
- Build strong relationships quickly

#### **Assessment & Feedback**

- Provide feedback to children during live marking
- Mark work in line with policy
- Share next steps with teachers

## **Behaviour & Pastoral Support**

- Use trauma-informed approaches
- Support pupils to regulate behaviour when needed
- Promote inclusion and wellbeing

## **Safeguarding**

- Follow all safeguarding and child protection procedures

## **General**

- Demonstrate flexibility, resilience and adaptability
- Work as part of a team to meet school needs

## **Person Specification**

Criteria	Essential / Desirable
HLTA status or equivalent experience	Essential
GCSE English and Maths at grade C (4) or above	Essential
TA or teacher qualification	Essential
Experience across EYFS-KS2	Desirable
Experience supporting SEND pupils	Essential
Ability to lead learning independently	Essential
Experience of leading whole class sessions in the absence of a teacher	Essential
Experience in delivering phonics sessions	Desirable
Strong communication and teamwork skills	Essential
Flexible, resilient and adaptable	Essential
First Aid qualification	Desirable

## **Safeguarding Statement**

Millfields First School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an enhanced DBS check. Online check including Google and social media searches will be undertaken.