

JOB DESCRIPTION

Higher Level Teaching Assistant

Post Title:	Higher Level Teaching Assistant
Base:	Pocklington Junior School
Salary:	£30,060 pro rata for hours worked, term time only basis
Line Management:	Assistant Headteacher
Contract:	Monday – Friday, Permanent 33.75 hours per week

Core Purpose:

- **Confident, enthusiastic, and child-cantered individuals** with a strong commitment to working with Key Stage 2 children (ages 7-11).
- **Provide high-quality classroom cover** for pupils when teaching colleagues are absent.
- **No lesson planning or assessment required**, but an excellent opportunity to gain experience in classroom management across a range of subjects.
- **Ideal for aspiring teachers** looking to develop their skills and experience in a school setting.
- **Become part of a supportive and collaborative team**, dedicated to creating a positive and engaging learning environment.
- **Work closely with staff and pupils**, ensuring continuity of learning in the absence of the regular class teacher.
- **Passionate about supporting young learners** and fostering a love for learning.

Duties & Responsibilities:

Key responsibilities

1. Teaching & Learning Support

- Deliver pre-planned lessons to whole classes during teachers' PPA and management time, ensuring high-quality learning experiences.
- Adapt lesson plans and resources as needed to meet the diverse needs of learners.
- Foster an engaging and inclusive classroom environment that supports all pupils in achieving their potential.
- Use a range of teaching strategies to support pupils' understanding, including questioning, scaffolding, and modelling.

2. Assessment & Pupil Progress

- Monitor and assess pupil understanding during lessons, providing verbal and written feedback to support progress.
- Identify pupils who may need additional support and communicate their needs to class teachers.
- Contribute to the tracking of pupil progress, ensuring work is appropriately differentiated.

3. Behaviour & Classroom Management

- Implement the school's behaviour policy to ensure a calm and productive learning environment.
- Support pupils in developing positive learning behaviours and social skills.
- Use de-escalation strategies and positive reinforcement to manage classroom behaviour effectively.

4. Collaboration & Planning

- Work closely with class teachers and subject leads to understand lesson objectives and curriculum requirements.
- Provide feedback on lesson delivery and contribute to discussions about pupil progress and engagement.
- Support in adapting lesson plans and activities to better meet the needs of the class.

5. Supporting Pupils with SEND & Additional Needs

- Differentiate tasks and provide targeted support to pupils with SEND, EAL, or those requiring extra challenge.
- Work alongside the SENDCo and class teacher to implement and monitor individual learning plans.
- Use appropriate interventions and strategies to support pupils' academic and emotional development.

6. Professional Development & School Contribution

- Engage in CPD opportunities to enhance subject knowledge, teaching strategies, and understanding of the curriculum.
- Attend staff meetings and contribute to discussions on teaching and learning improvements.
- Support whole-school initiatives, school events, and educational visits where required.

7. General Duties

- Mark and provide feedback on pupils' work in line with school policies.
- Prepare and organise classroom resources to support effective teaching and learning.
- Supervise pupils during transitions, break times, or other non-lesson times as required.

8. Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

PERSON SPECIFICATION

Higher Level Teaching Assistant

Criteria	Essential	Desirable	Evidence
Qualifications			
Maths and English GCSE or NVQ level 2 – Grade C equivalent	X		A/C
Level 2 teaching assistant qualification or recent equivalent experience.		X	A/C
Experience			
Experience of working within a school setting.	X		A/I
Experience of working with Key Stage 2 children.		X	A/I
Experience of leading a whole class.		X	A/I
Knowledge and Understanding			
Understanding of child development and how children learn in Key Stage 2 (7-11 years).	X		A/I/R
Knowledge of the national curriculum for Key Stage 2, especially in core subjects.	X		A/I/R
Ability to support children with additional needs, including SEN.	X		A/I/R
Experience with assessment for learning.		X	A/I
Awareness of different learning styles.		X	A/I
Personal Skills & Attributes			
Strong communication skills, both verbal and written.	X		A/I/R
Adaptability and flexibility in response to varying teaching situations.	X		A/I/R
Excellent classroom management skills.	X		A/I/R
Ability to build positive relationships with students quickly.	X		A/I/R
High level of organisation and time management.	X		A/I/R
Calm under pressure and able to deal with unexpected situations.	X		A/I/R
Proactive and able to work independently.	X		A/I/R
Strong problem-solving skills.	X		A/I/R
Confidence in delivering lessons without prior preparation.	X		A/I/R
Ability to engage students and maintain a productive learning environment.	X		A/I/R
Professional attitude and approach to all aspects of the role.	X		A/R/I
Ability to follow and implement lesson plans effectively.	X		A/I/R
Empathy and understanding of students' individual needs.	X		A/I/R
Willingness to collaborate with teaching staff and leadership.	X		A/I/R
Strong commitment to supporting the school's ethos and values.	X		A/I
Safeguarding			
Understanding of child safeguarding and welfare procedures.	X		A/I/R

A = Application; C = Certificate; R = Reference; I = Interview

Note - This person specification is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification and amendment after consultation with the post-holder.

Job Description



The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

How to apply

If you would like to apply for this vacancy, please download a Support Staff application form from the trust website <https://wlp.education/vacancies/>

For any enquiries or to arrange a visit, please email our friendly office team, admin@pocklingtonjuniors.co.uk

Completed application forms should be emailed to admin@pocklingtonjuniors.co.uk

Closing Date: 3rd June 2025

Interview Date: Week Commencing 9th June 2025

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.