



Pitsford School

Job Description

Job Title:	Higher Level Teaching Assistant (HLTA)
Responsible to:	Head of Junior School
Salary:	£9,222.77pa (Actual)
Hours:	23.50 hours per week (Monday, Thursday & Friday 8.30am to 5.20pm)
Working Weeks:	34 weeks per year (Term time)

JOB PURPOSE

Pitsford School is a co-educational independent school for pupils aged 3 – 18 years old. The school offers a very attractive working environment based in delightful rural parkland setting of some 30 acres close to Northampton city centre.

Under the overall direction of the Headmaster but line-managed by the Head of the Junior School, the post holder's responsibilities are:

- Leading small groups of pupils or whole classes
- Reporting on the progress made by pupils
- Attending staff meetings and contributing to the development of the school
- Preparing and developing resources for learning activities

KEY RESPONSIBILITIES

- Undertaking activities with individuals, groups or a class of pupils in order to facilitate their physical, emotional and educational development within safe environment
- Working to establish a supportive relationship with the pupils and parents in order to facilitate effective communication and partnership between school and home
- Carrying out pre-defined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the pupil's understanding
- Promoting and reinforcing the pupil's self-esteem and encourage the pupil to maximise their achievement and development
- Attend planning meetings and under the overall direction and guidance of the teacher, contribute to the short, medium and long term planning and preparation of lessons
- Preparation and delivery of lessons, under the direction of the teacher, including covering for teacher absence and delivery of specific interventions to pupils
- Monitoring, evaluating and providing teachers with feedback on pupils' participation and progress

Headmaster: Dr C Walker

Pitsford Hall, Pitsford, Northamptonshire, NN6 9AX
Tel: 01604 880306 Fax: 01604 882212 e-mail: office@pitsfordschool.com

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- Contributing to the maintenance of pupils records
- Help pupils make progress in a range of classroom settings including working with individuals, small groups and whole classes where the assigned teacher is not present
- Support teachers in selecting and preparing teaching resources that meet the pupils' needs and interests. Liaise with the class teacher to devise complementary learning activities
- Provide routine clerical and other support to meet the requirements of the provision
- Assisting with out of school activities such as open days, school performances etc
- Ensure that the School's health, safety and behaviour policies are adhered to
- To undertake any other duties as requested by the Head, these duties may change from time to time without changing their general character or level of responsibility

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	Good level of education to Grade C or above in English and Maths	
	Hold relevant qualifications to at least Level 4	
Experience and Knowledge	Knowledge of the national curriculum	Evidence of specialism curriculum areas
	Experience in teaching whole classes	Basic knowledge of first aid
	Working knowledge and experience of implementing national curriculum and other relevant learning programmes	
Ability and Skills	Good verbal and written communication skills	
	Good IT skills to support learning and maintain accurate electronic information systems	
	Ability to assess and record progress and performance and recommend appropriate strategies to support development	
	Able to work effectively and flexibly as part of a team and under own initiative	
	Motivate, inspire and have high expectations of all pupils	
	Understand and support the importance of physical and	

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	emotional wellbeing	
Health and safety	The post holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff	
Safeguarding	In addition to the normal pre-employment checks, the post holder will be required to undertake an enhanced Disclosure & Barring Service (DBS) check	
Other work elements	The post holder will regularly move around during their normal working pattern, walking, standing, sitting and getting down to children's level	
	You may be required to assist with moving PE and outdoor equipment	
	You may be required to work outside for periods of time in all weathers	
	You may, on rare occasions, be required to deal with toilet accidents and help to clean up children who have been ill	

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