

Scale:	HLTA L4
Title:	PPA Cover Higher Level Teaching Assistant
Responsible to:	Assistant Headteacher
Job purpose:	To work across a specific phase to provide PPA release time for teachers
Specific responsibilities:	Plan, prepare and deliver teaching and learning to whole classes of pupils for identified subjects. Be responsible for assessment, marking, recording and reporting on pupil attainment and progress in the lessons covered Contribute to, and maintain high standards for, the delivery of a broad and balanced curriculum

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### PROFESSIONAL CHARACTERISTICS

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**In fulfilling the requirements of the post, the PPA Cover HLTA will demonstrate essential professional characteristics, and in particular will:**

- Build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration
- Be positive, friendly, understanding and approachable at all times
- Work collaboratively with colleagues, and build and maintain positive, professional relationships
- Promote and support inclusion for all children, including pupils with SEN, EAL and those with a physical disability
- Monitor, review and evaluate pupil progress and the effectiveness of planning and teaching
- Communicate with the class teachers and parents regarding pupils' attainment, progress, behaviour and wellbeing

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### RESPONSIBILITIES AS A PPA COVER HTLA

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#### **a) Planning, Teaching and Class Management**

Teach allocated classes by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives, specifying how they will be taught and assessed
- Setting tasks which challenge and support all pupils and ensure high levels of interest
- Providing clear structures for lessons, maintaining pace, motivation and challenge
- Using effective questioning and listening carefully to pupils whilst also giving attention to errors and misconceptions
- Communicating with class teachers to ensure full coverage of programmes of study
- Setting high expectations for behaviour and attitudes to learning, promoting positive behaviour patterns in line with the behaviour policy
- Monitor and be responsive to pupil learning and behaviour, using forward thinking and support strategies to engage children in their learning
- Using a variety of teaching methods in order to match approach to content; structure information; present a set of key ideas and use appropriate vocabulary
- selecting appropriate learning resources and developing study skills through library, I.C.T. and other sources
- evaluating own teaching critically to improve effectiveness;
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively

#### **b) Monitoring, Assessment, Recording, Reporting**

- Monitor, evaluate, record and provide reports on pupil progress, communicating these in a timely manner to the class teacher and SENDCo (where appropriate)
- Making effective use of assessment to evaluate learning and inform future planning
- Attend and contribute to meetings with other staff, external professionals and parents regarding pupils' needs and progress

**c) Other Professional Requirements**

- Follow all school policies and procedures, in particular, the school's Health, safety and security policy; the child protection policy; the behaviour management policy; the inclusion policy, the GDPR policy and the equality policy
- Make appropriate use of ICT and adhere to policies relating to it within their work
- Contribute to the overall ethos, work and aims of the school
- Participate in the design and execution of classroom and school displays
- Carry out other mentoring activities which address/involve attendance, punctuality, transition, lunchtime, friendship issues, PSHE and healthy schools

**d) General Requirements:**

- Be familiar with, and comply with the full range of school policies and procedures
- Respect confidentiality at all times
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- Share in the Governing Body's commitment to safeguarding and promoting the welfare of children and young people
- Attend relevant training and take responsibility for own development
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Continually develop practice through taking on feedback and seeking out CPD opportunities
- Attend relevant school meetings as required
- Maintain up-to-date first training and deliver first aid to pupils and adults when necessary
- Maintain positive relationships with staff, parents, pupils and visitors to the school
- Maintain up-to-date first training and deliver first aid to pupils and adults when necessary

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.