

Job Description and Person Specification - HLTA/TA



Job Description

Job Title: Higher Level Teaching Assistant / Teaching Assistant (HLTA/TA)

Reports to: Headteacher / Class Teacher

Hours: 30 hours per week

Contract: Permanent, starting September 2026

Salary: £24,796 pro rata – £29,540 pro rata (depending on experience)

Location: Preston Primary School (Hitchin, SG4), North Hertfordshire

Main Purpose of the Role

To work under the guidance of teaching staff to support teaching and learning across EYFS, KS1 and KS2 as required, including delivering interventions, leading small groups, and, if qualified as HLTA, covering classes. The postholder will work collaboratively with teachers and support staff to promote the welfare, progress, and achievement of all pupils.

Key Responsibilities

- Support pupils' learning activities in class, in small groups and on an individual basis.
- Deliver targeted interventions to support pupil progress and attainment.
- Cover whole classes where appropriate (for HLTA qualified candidates).
- Assist with the planning, preparation, and evaluation of learning activities.
- Work collaboratively with teachers and other support staff to deliver high-quality education.
- Provide feedback to pupils in relation to progress and achievement.
- Support the development of positive behaviour strategies, maintaining strong behaviour management at all times.
- Participate in the assessment and recording of pupil achievements.
- Contribute to the safeguarding and promotion of the welfare of children.
- Uphold the school's commitment to equality of opportunity and inclusive practice.
- Maintain confidentiality and act in a professional manner at all times.
- Undertake additional duties as required by the Headteacher.

Person Specification

Qualifications and training

- HLTA status (or willingness to work towards this), or relevant Level 3 qualification in supporting teaching and learning
- Evidence of recent and relevant professional development

Experience

- Experience of working with children in a primary school setting (EYFS, KS1 or KS2)
- Experience of delivering interventions and/or leading small group activities
- Experience of covering classes (for HLTA candidates)
- Understanding of safeguarding processes and procedures

Skills and knowledge

- Good understanding of the primary curriculum
- Strong behaviour management skills
- Ability to deliver interventions and support learning effectively
- Ability to work collaboratively with teachers and support staff
- Good organisational and communication skills
- Understanding of safeguarding and child protection procedures
- Ability to use relevant technology and resources to support learning

Personal qualities

- Positive, flexible and proactive approach
- Commitment to safeguarding, equality of opportunity and promoting children's welfare
- Ability to build positive relationships with pupils, staff and parents
- Reliable, enthusiastic and approachable
- High expectations for all pupils
- Commitment to upholding the ethos and values of the school

Safeguarding and Safer Recruitment

Preston Primary School (Hitchin, SG4) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks, including enhanced DBS, medical check, and references.

How to Apply

Applications must be made via the 'Teach in Herts' application form. Informal visits are welcomed—please contact Mrs Groves at admin@prestonjmi.herts.sch.uk to arrange.