



FRENSHAM HEIGHTS

JOB SPECIFICATION
HIGHER-LEVEL TEACHING ASSISTANT
2025



JOB TITLE

Higher-Level Teaching Assistant

REPORTS TO

Director of Support for Learning

JOB PURPOSE

The Higher-Level Teaching Assistant (HLTA) will work under the guidance of the Director of Support for Learning and subject teachers to deliver teaching and learning opportunities that raise standards of achievement and attainment of an individual Year 7 student. The HLTA will do so by utilising advanced levels of knowledge and skills to plan for, monitor and assess the student. The HLTA will encourage the student to be an independent learner and will provide for the social, emotional and mental health needs of individuals/groups, through a nurturing group approach. This is across the educational day as well as unstructured times such as breaks and lunches.

JOB SCOPE

To support and deliver teaching across subjects at Key Stage 3 and 4.

This is a permanent role for 18 hours per week to begin in September 2025.

ABOUT THE DEPARTMENT

Currently, the Support for Learning department consists of two full-time members of staff (the Director of Support for Learning and the Head of Support for Learning – Junior School), two part-time teachers, the PA to the Director and five self-employed specialist tutors. The Department has an excellent reputation at Frensham Heights and in the wider community for enabling students to achieve and succeed to their highest potential, both personally and academically. We liaise consistently with our students, parents and our colleagues in academic, pastoral and medical roles within the school community.



OBJECTIVES

Teaching & Learning

1. To provide support for students with various needs, including those with special educational needs, and assist with their pastoral care.
2. To assist with lesson planning and preparation, including creating resources and adapting activities to meet individual student needs.
3. To deliver pre-planned lessons, lead small group instruction/interventions, or provide one-to-one support to students, sometimes under the guidance of a teacher.
4. To create a safe learning environment and set high expectations which inspire, motivate and challenge students.
5. To promote high standards of numeracy, literacy and articulation in lessons.
6. To use ICT effectively within lessons and to promote technological literacy in students.
7. To assess student progress, record results, and report on student achievement, using a range of assessment strategies.
8. To collaborate with teachers, other support staff, and parents to ensure student well-being and success.
9. To ensure student safety and well-being, including recognising and reporting concerns about child protection.
10. To form positive relationships with students and staff, based on a foundation of respect, authenticity, and genuine care.
11. To communicate effectively with tutors, Heads of Year, Heads of House, and Senior Leadership as appropriate, about students of concern.
12. To use ISAMs, Daybook, CPOMS, and other school systems to keep a record of student attainment, behaviour, attendance and safeguarding incidents.
13. To follow Frensham's behaviour policy, making use of our internal systems to support students to make improvements in their behaviour and/or attitude.
14. To attend and contribute to departmental meetings, and other staff meetings as required.
15. To inform the Cover Supervisor and Head of Department about any absences in a timely fashion.
16. To support the school aims and ethos.
17. To carry out other reasonable requests from the Director of Support for Learning, Head and SLT.



PERSON SPECIFICATION:
ESSENTIAL = E DESIRABLE = D

QUALIFICATIONS

ATA qualification (Level 3 or above)	E
ELSA qualification	E

KNOWLEDGE & EXPERIENCE

Knowledge of the Key Stage 3 and Key Stage 4 curriculum	E
Experience of applying current safeguarding practices and contributing to a safe and secure environment for all children	E
Experience of working with small groups of children to deliver learning	E
Experience of working in a school setting (in KS3 and 4)	D
Experience of supporting children with SEND	E
Experience of supporting student wellbeing through excellent pastoral care	E
Ability to use ICT effectively in teaching and administration (particularly the ability to use, or willingness to learn to use, Microsoft 365)	E
Experience of using data to track and support student progress	E

SKILLS & VALUES

The ability to build strong, respectful relationships with students	E
Excellent communication skills with stakeholders, whether through verbal, written or digital communication	E
Punctual, organised, and friendly	E
A belief in the goodness of children and value of holistic education	E
A strong desire to promote equity, equality, and inclusion	E
A commitment to the success of Frentham and willingness to contribute to the wider life of school	E

