

Job Description

POST TITLE: Higher Level Teaching Assistant

NJC Scale 5

34 hours per week, term time only

POST RESPONSIBLE TO: SENCO

POST RESPONSIBLE FOR: The post has no responsibility for staff

MAIN PURPOSE OF THE JOB

To work under the direction of the SENCO in the identification, assessment, co-ordination, delivery and monitoring of provision for students on the SEN register.

This may involve delivering learning activities for individuals, groups/whole classes of students under an agreed system of supervision.

DUTIES AND RESPONSIBILITIES

- Plan and deliver intervention programmes for individuals.
- Receive and promptly progress enquires from parents, colleagues and external partners and report findings to the SENCO.
- Provide prompt feedback to enquirers where appropriate as approved by the SENCO maintaining constructive and supportive relationships.
- Liaise with staff, parents and external agencies to support positive student outcomes.
- Represent the SENCO at meetings as directed by the SENCO.
- Liaise with the examinations officer and schedule standardised tests in good time of deadlines advised by the examinations officer.
- Ensure all the standardised tests are conducted, marked / assessed in good time and standardised scores are accurately recorded.
- In collaboration with the examinations officer, use the standardized scores to complete the necessary documentation to ensure students receive all the special considerations to which they are entitled.
- Administer and assess routine tests and invigilate exams/tests.
- Prepare teaching resources that meet the diversity of students' needs and interests.
- Contribute to the recruitment of Teaching Assistants.
- Support the smooth transition of students with SEN through Key Stages (secondary to post 16).
- L7 qualification to carry out assessments inc 100 hours.
- Manage my own workload.
- Seek consent from parents to carry out testing.

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Headteacher
Mr J. E. Barker

Telephone: 0161 427 7966
Fax: 0161 484 6023

Hill Top Drive, Marple,
Stockport, SK6 6LB

headteacher@
marplehall.stockport.sch.uk

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Healthy School



The Marple Hall
Spirit

- Work alone to carry out formal EAA testing for all students identified in Year 9/10/11 (in excess of 80 students and applications).
- Manage the completion of appropriate Psychometric tests following referrals.
- Write and deliver confidential reports to the SENCO and parents.
- Seek and collate evidence from teachers to support EAA.
- Collate evidence about student history, keep up to date records of 'history of need' and 'normal way of working' evidence for all year groups 7 – 11 to facilitate applications.
- Ensure data protection notices are signed and held for each formal application.
- Complete Form 8's prior to making EAA applications.
- Apply for exam access arrangements via AA online before published deadlines.
- Report back outcomes of assessments to the SENCO, students, parents and other relevant stakeholders in school.
- Liaise with previous schools for students transferring mid-year.
- Liaise with Exams Officers and publish internal exam access arrangements information for teaching staff.
- Keep up to date files of evidence.
- Keep formal individual EAA up to date when expired.
- Organize, manage and maintain files, ensuring required evidence is up to date ready for inspection by exam board inspectors.
- Share access arrangements information with Colleges –when students have enrolled.
- Liaise with Colleges and arrange personalised, appropriate transition information/visits for students supported by the Learning Support Department.
- Liaise with Colleges to offer transition visits for vulnerable students.
- Escort students on visits as necessary.
- Carry out Dyslexia Screening.
- Ensure that all information is kept confidential.
- Ensure training for all staff and students who use Read Write Gold reading software in school for tests and exams.
- Liaise with: SENCO, Learning Support, Teachers, Exams Officers.
- Ensure that EAA are renewed on expiry to provide continuous arrangements.

Planning

- Select and prepare resources matched to students' needs and, in particular, areas of underachievement.
- Liaise with subject staff and contribute to teachers' planning and differentiation of work.
- Provide feedback to students and colleagues concerning students' learning and behaviour.
- Plan and prepare sessions for interventions.
- Plan, support and monitor the smooth transition of students on the SEN register in collaboration with colleagues and external partners.

Monitoring and Assessment

- Support the integration and progress of SEN students the classroom and around school generally.

Teaching and Learning

- Use structured teaching and learning activities to interest and motivate students and advance student learning.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Guide Teaching Assistants in their daily duties.

GENERAL

- To have due regard for data protection, confidentiality and health & safety policies
- Plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to the Data, Assessment and Examinations Managers
- To undertake appropriate training as required
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review
- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher.

CONTACTS

Regular:

Headteacher, Senior Leadership Team, Teaching Staff, Support Staff, students, parents/carers, visitors and exam invigilation staff.

Occasional:

Local Authority staff, other educational establishments, external agencies and awarding bodies

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

