



JOB DESCRIPTION	
Post title: Higher Level Teaching Assistant (Learning Support)	Grade: Scale 5 Term Time +1 (40 weeks per year) 35 HPW
Department: AEN	Responsible to: Subject Driver Learning Support (LS)
Role summary: To provide support for learners who may have social, physical and emotional needs. This will include students currently on role and those arriving through: Mid Phase Admissions and Managed Moves (FAP). To respond quickly and professionally to possibly unexpected events and have a flexible approach to the delivery of work.	

Duties & responsibilities:

1. To work as directed by DOLs/SENCO/Subject Driver LS with individual students and small groups, introducing tasks, monitoring students' work and using a range of strategies to support their learning.
2. To support the SENCO in Faculty administration as required including creating individual and group records e.g. IEPs/Pupil passports and provision mapping.
3. To help all students to access the full curriculum, and to encourage independent learning by promoting the reintegration of identified students into mainstream lessons.
4. Use specialist knowledge and skills to develop the Literacy and Numeracy skills of students within an inclusive setting.
5. To help prepare and maintain a purposeful, orderly and supportive environment for learning using behaviour for learning strategies.
6. To be aware of the learning needs of individual students and to keep appropriate records, contributing to their IEPs, Annual Reviews, provision maps and student passports.
7. To produce, monitor and evaluate the tracking systems in place to monitor students using Learning Support, with clear record keeping of student work being completed.
8. Contribute to the planning and delivery of interventions in the LS, including horticulture, behaviour management groups, ELSA.
9. To observe, track and monitor the progress of FAP/MPA students including academic progress and behaviour.
10. To provide targeted support to individuals and groups, including those students with SEND, EAL, medical & behaviour needs.
11. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
12. Ensure all students using the learning support have appropriate work (liaise with pastoral teams)
13. Collaborate regularly with the class teacher to discuss student progress and to plan and review support.

14. To attend formal meetings during contracted hours to discuss students' progress with parents and other professionals as part of the relevant staff group.
15. To support the school's aims and ethos.
16. Respect the confidentiality of student information and respond sensitively to student's needs, maintaining an awareness of particular learning and physical needs of the students you support at all times.
17. To undertake care tasks as appropriate related to student's physical welfare in accordance with LA guidance and procedures.
18. To share skills with less-experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.
19. To accompany students and teachers on educational visits and trips during contracted hours, being responsible for students' safety and engagement in learning activities.
20. To be the key worker for identified students.
21. To design and deliver an effective mentoring programme for individuals and groups of students.
22. To liaise with HOFs and Data Manager in producing timetables for MPA/FAP students.
23. To deliver restorative justice and mediation to students when advised.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The post-holder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed: _____

Post holder

Date: _____

Signed: _____

Headteacher

Date: _____

<p style="text-align: center;">Person Specification for</p> <p style="text-align: center;">Higher Level Teaching Assistant</p>
<p>Person Specification relevant to Learning Support Coordinator</p> <ol style="list-style-type: none"> 1. Expertise and specialist skills in at least two area: <ul style="list-style-type: none"> • Support for bilingual/multilingual students. • Support for students with communication and interaction difficulties. • Support with students with cognition and learning difficulties. • Support with students with behavioural, emotional and development needs. • Support for students with sensory and/or physical impairment. • Support for the use of information and communication technology in the classroom. • Support for students in developing their literacy skills. • Support for students with developing their numeracy skills. 2. Good honours Degree 3. GCSE English and Maths A*- C 4. The ability to provide support and guidance to colleagues on professional development opportunities. 5. The ability to manage and supervise the work of a team of LSAs. 6. The ability to contribute to review and evaluation of the Faculty Improvement Plan.
<p>Person Specification relevant to all LSAs</p> <ol style="list-style-type: none"> 1. The ability to work as part of a team. 2. The ability to communicate effectively with individuals and groups of students, staff, parents and external agencies. 3. The ability to establish and maintain effective working relationship with staff teachers and other members of staff. 4. The ability to accept guidance and direction from staff. 5. The ability to distinguish between the roles and responsibilities of the LSA and the class teacher. 6. The ability to keep written records and support the development of students' literacy and numeracy skills with confidence. 7. Awareness of how students learn and the various factors which affect their learning. 8. Awareness of the need to show respect and value students as individuals. 9. An understanding of and commitment to inclusive education. 10. A willingness to undertake paid training in normal contractual hours to develop job-related skills. 11. A sympathetic approach to parents and an understanding of the need for confidentiality. 12. A commitment to the Local Authority's Equal Opportunity Policy. 13. Be prepared to work throughout the school with any age group. 14. The ability to adapt to differing environments within the school and to the needs of different students. 15. An understanding of, and sympathy with, the aim of the school. 16. A satisfactory Enhanced DBS disclosure. 17. Commitment to the highest standards of child protection and safeguarding