



St. Ignatius College

Turkey Street, Enfield EN1 4NP
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www.st-ignatius.enfield.sch.uk

Headteacher: **Mary O'Keeffe**

Job Description

Job Title:	Higher Level Teaching Assistant
Salary Scale:	Scale 6 Actual Salary range pro rata £21,688 - £23,031
Term:	Permanent
Hours:	36 hrs per week 8.15- 4.00 pm M-T/ 8.00 – 3.45pm F 36 hours per week - 39 weeks per annum – Term time plus INSET

Duties and responsibilities

- Oversee the development of a key area within SEND such as Literacy, Numeracy or EAL through the planning and implementation of a comprehensive development programme. Take responsibility for identifying student needs, planning appropriate lesson content, implementing the development programme and continual evaluation and reporting within key area.
- Coordinate and monitor the ongoing support of students with EHCPs as directed by the Assistant SENCO to ensure that their educational needs are met.
- Assist with the development of curriculum differentiation and teacher planning to ensure access and participation for low-attaining pupils and those with on the SEND Register.
- Demonstrate and articulate high expectations for SEND pupils. Assist the Assistant SENCO to demonstrate the principles and practice of effective teaching and learning for SEND pupils.
- Lead key areas of planning, intervention and evaluation of work within the key areas undertaken by staff in the team.
- Assist the Assistant SENCO with providing advice, support and induct learning support assistants. Advise PGCE students, newly qualified teachers and colleagues new to the school. Assist, as directed, with the professional development of team members.
- Work cooperatively with parents, teaching / non-teaching staff and relevant external agencies to promote the achievement and wellbeing of SEND pupils.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Contribute to the planning and preparation of learning activities.
- As directed by the class teacher, take responsibility for delivering planned curriculum activities.
- Encourage and promote the inclusion and acceptance of all pupils.
- Promote good pupil behaviour, dealing with pupils in line with the established policies encouraging pupils to take responsibility for their own behaviour
- Develop and implement IEPs.

- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Undertake comprehensive assessments of pupils to determine those in need of particular assistance.
- Provide additional tuition for children who need extra support with numeracy / Literacy and ICT.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies - e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.

Additional Duties

- Assist the Assistant SENCO to lead programmes of observation, assessment and monitoring.
- Assist the Assistant SENCO to coordinate the development and implementation of Individual Education Plans.
- Assist the Assistant SENCO to coordinate the planning and implementation of Annual Reviews.
- Assist pupil learning by clarifying and explaining instructions, offering motivation and encouragement and ensuring pupils focus on lesson objectives and the completion of assignments.
- Promote and encourage pupil self-assessment and reflection on learning and progress.

Additional Duties

- Supervise pupils during the lunch period (maximum of two per week) as directed.
- Provide First Aid and Medical Support to pupils during the School Day, ensuring Accidents are reported appropriately.
- Support other Administrative Staff in their roles, in line with School priorities including Events.
- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

Further Information

All staff members are required to contribute to and support the overall aims and ethos of the school. All staff members are required to participate in training and other learning activities as well as professional development as required by the school's policies and practices.