



HEADTEACHER
MR GLYN POTTS MBE DL

Saint John Henry Newman Catholic College

JOB DESCRIPTION

JOB TITLE	Senior HLTA
DEPARTMENT	LINK (SEND)
GRADE	Grade 6 Point 22-27, ACTUAL salary £25,068 - £28,799 + SEN Allowance

Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

JOB PURPOSE

- To support the AHT Inclusion and SENCO in planning, implementing, monitoring, and evaluating SEND provision across the college.
- To assume responsibility for the line management and deployment of the team of Learning Support Assistants.

KEY TASKS

The following tasks to be undertaken under an agreed framework of supervision from the SENCO.

SUPPORT FOR THE SENCO

- To lead on the deployment of Learning Support Assistants including planning of in-class support timetables and re-deployment in response to staff and pupil absence.
- To take responsibility for the appraisal system for Learning Support Assistants.
- To lead on induction for newly appointed Learning Support Assistants.
- To liaise with the SENCO and Specialist Assessor/s to ensure all Access Arrangements are in place for all internal and external assessments including scheduling of Learning Support Assistants as scribes.



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- To create and maintain the LINK hub area including maintaining an accurate SEND register, electronic links to pupil profiles, LSA timetables, pupil passes and Access Arrangements.
- To support the annual review system including preparation of paperwork and attending meetings as required.
- Producing SEND Support Plans and Pupil Profiles.
- Liaison with external agencies including collation of any supporting documentation that is requested.
- To be a point of contact for parents of pupils with SEND including leading parental meetings as directed by the SENCO.
- Oversee the input of data into the Provision Map ensuring that there is a full and accurate record of all wave 2 and 3 interventions.
- Maintain accurate paper and electronic SEND records for all pupils with SEND.
- To support KS2 to KS3 and post 16 transition as directed by the SENCO.
- Attendance at parents' evenings and open evenings.
- To take responsibility for ordering and storage of SEND specific resources and equipment.
- To collate individual reports as directed by the SENCO.

SUPPORT FOR PUPILS

- Establish positive, respectful and trusting relationships with pupils, acting as role model and setting high expectations.
- To support pupils to interact and work co-operatively with others and to engage in activities led by members of the LINK team.
- To support the assessment of individual pupil need through in class observations, screening tools, work scrutiny and data analysis.
- To support the SENCO in setting planned outcomes for pupils and monitoring progress towards achieving these outcomes.
- Ensure pupils' safety and welfare, including being a college First Aider.
- As directed by the SENCO to lead student voice activities.
- To lead on the delivery of the ASDAN program for pupils on the Supported Learning Pathway.

SUPPORT FOR TEACHERS

- To provide up to date advice and guidance on individual pupil needs and relevant strategies for supporting these needs within the classroom.
- To develop positive and collaborative working relationships.
- To support the training and development of staff through high quality CPL as directed by the SENCO.
- Advise on appropriate deployment and use of specialist aids/resources and equipment.
- Support staff as relevant when leading parental meetings for pupils with SEND.



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Support for the School

1. Comply with and assist with the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the school
3. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
4. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
5. Attend and participate in meetings as required.
6. Improve one's own practice through training, observation, evaluation and discussion with colleagues.
7. Recognise one's own strengths and areas of expertise and use these to lead, support and develop others
8. Organise and deliver out-of-school learning activities within guidelines established by the school / LEA
9. Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend the school activities.
10. Provide cover for classes during short term absence of teachers within the agreed system of supervision

