

## Job Description

**Job Title:** Higher Level Teaching Assistant - term time only

**Reporting to:** Head of Curriculum - SENDCO

**Salary range:** Support Staff Pay Scale 9 to 17

### Purpose of Job

- This post will work to support all students across the academy. The post will ensure support is put in place to enable all students to access learning, with particular focus on students on the SEND Register.
- [HLTAs] Give support to students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- [HLTAs] To provide effective admin support to the SENDCO to complete all learning profiles (or passports), annual review work, and general filing and record keeping.

### Main Activities & Responsibilities

(The below is in line with the job description for a Teaching Assistant)

- To plan, co-ordinate and deliver individual or small group interventions to identified students using a range of packages.
- To develop, maintain and apply knowledge and understanding of students general and specific learning needs, to ensure that support is given to them on the appropriate level.
- To administer software assessment packages to identify learning needs.
- To devise appropriate rewards to motivate and encourage reluctant learners in the group.
- To provide one to one and in-class support for key vulnerable students as identified.
- To contribute to and assist in the development and monitoring of systems for review and recording of students' progress.
- To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, and welfare matters.
- To supervise and provide particular support for students, including those with special needs and who have EAL, ensuring their safety and access to learning activities.
- To assist with the development and implementation of individual education/behaviour plans.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students, encouraging them to interact with others but also act independently where appropriate.
- To work with students providing in-class and withdrawal support for individuals and, on occasions, small groups of students of any ability and in any curriculum area.
- To work with and act upon guidance provided by colleagues and other professionals such as the SENDCO, speech and language therapist and educational psychologist amongst others.
- To help with creating resources for students.
- To provide support for students with personal, emotional, social and behavioural problems, e.g. by giving time to listen to their concerns to enable students to feel valued and respected.

- To develop students cognitive skills by reinforcing concepts or terminology or discussing a query raised by individual students, enabling them to understand the subject matter and task at hand.
- To develop students' problem-solving skills by providing opportunities for developing investigative skills encouraging students to use a variety of information sources and seek a range of solutions.
- To encourage all students, including those with SEND and EAL to take part in the extra-curricular life of the academy.
- To monitor and record progress of the students and write reports on statemented students as necessary.
- To work with all staff as a mentor with individual students to provide 'solution focused' activities to overcome barriers to learning, both inside and outside academy thereby assist them in achieving their full potential.
- To assist in the overall raising of standards for students with SEND through raising students' self-esteem, expectations and aspirations.

### **Support for the academy**

- To ensure a good knowledge of the whole academy calendar and forthcoming events by reading the Principal's blog and weekly briefing notices and liaising with appropriate staff in advance of events as required.
- To attend, where appropriate, whole academy events.
- To ensure all students have equal opportunities to learn and develop
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- To recognise own strengths and areas of specialist expertise and use these to advise and support others.
- To contribute to the vision and ethos of the academy.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance management as required.
- To carry out other duties as may be reasonably requested by the senior leadership team/line manager.

### **For HLTAs:**

- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities