

Stepney All Saints School

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Headteacher: Mr P Woods

Higher Level Teaching Assistant Job Description

Role title	Higher Level Teaching Assistant
Purpose of role	To provide higher level support for teaching and learning under the direction of the SENDCo, Deputy SENDCos and subject teachers and to lead and supervise learning support staff
Working hours	35 hours per week for 39 weeks per year (term-time only position)
Line Manager	SENDCO and Deputy SENDCos
Grade of Post	Scale 6 (point 18-20)

Key Duties:

1. Work with individuals and groups of students, under the direction of the SEND Coordinators and subject teachers, to support learning
2. Contribute to planning and evaluation of lessons within a framework set by the teacher
3. Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence
4. Assist and attend parents evening to discuss students progress/concerns.
5. Attend whole school trips and reward trips to support supervision of students
6. Liaise with staff and other relevant professionals and provide information about students as appropriate
7. Contribute to the development and implementation of Individual Development Plans for students and lead and contribute to reviews
8. Support transition from one key stage or year group to another
9. Support the role of parents/ carers in students' learning and contribute to meetings
10. Line-manage a team of classroom support staff
11. For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioners and appropriate training
12. For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, some toileting needs as required, whilst encouraging independence
13. To have experience in first aid and be willing to undergo first aid training.
14. To create and lead on targeted interventions in line with EHCP outcomes.

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off in Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

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Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: