



Wisdom Service Hope

St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

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Executive Principal: Gavin Smith

JOB DESCRIPTION

Job Title: Higher Learning Teaching Assistant (HLTA)

School: St Mary's & St John's CE School

Reports to: Assistant Principal Inclusion & SEND

Grade: Point 18-20 (£27,228 - £28,215) (£22,690 - £23,512 salary for 36 hours)

Contract: Permanent, Full time/Part Time – Term Time only

Job Purpose:

The primary role of a Higher Learning Support Advisor is to support and maintain the day-to-day operational work of the SEND Department. This includes, but is not limited to, the following:

- Assist in the leadership and development of Learning Support Advisors
- Assist the SENDCo in leading the provision for special educational needs within school, liaising with the Principal, Staff, parents and external professionals/agencies as required
- Manage appropriate SEND resources and to ensure that they are used efficiently, effectively and appropriately
- Develop curriculum resources to ensure that students with SEND have the necessary and appropriate levels of support and challenge
- Support the SENDCo in promoting and managing the implementation of an inclusive curriculum
- Support the SENDCo and teachers in sustaining the effective teaching of students with SEND across the school leading to high quality outcomes
- Lead learning of students and groups as allocated by the SENDCo and/or the Principal

The main responsibilities, with and/or as directed by the SENDCo, of the post include, but are not limited to, the following:

- Support the provision of SEND, including the allocation of support time and resources, the writing of individual education plans and applying for statutory EHC plans as required
- Liaise with relevant outside agencies to ensure that the SEND needs of individual students are met effectively
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of students special educational needs
- Work with the SENDCo and other staff to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs



- Support the monitoring of the effectiveness of individual education plans, EHC plans, arranging and chairing annual reviews as appropriate
- Support the SENDCo in the devising, implementation and updating of SEND Department policies which reflect the school's commitment to high achievement, effective teaching and learning and diminishing the gap
- Analyse and interpret relevant national, local and school student data, plus research and inspection evidence, practices, expectations, targets and teaching methods
- Use data effectively to identify SEND students who are seriously underachieving and where necessary create and implement effective plans of action to support those students
- Support the SENDCo to lead the production of a Learning Support Improvement Plan as part of the School review and improvement processes, including staff development and training implications
- Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students
- Work with the staff on the implementation of the School policies, helping to ensure effective development of SEND students' skills and support their progress
- Support meetings of SEND staff, communicate information to staff and co-ordinate resulting action
- Monitor with the SENDCo the day-to-day management of the Learning Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of Learning Support
- To support the SENDCo in benchmarking identification and provision against local, regional and national data sets, as required
- Cover classes in the absence of a class teacher
- Mark work completed by the children in line with the school's marking and feedback policy
- To undertake other duties, as required by the Principal, as appropriate to the grade of the post.

In order to perform this role well, a Higher Learning Support Advisor is expected to:

- Maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEND Information Report, Child Protection, Safeguarding and Inclusion policies
- Regularly attend relevant training and development events
- Act in the best interest of all the students of the school; and behave in a professional manner, including maintaining confidentiality as required.

General Duties relevant to all members of staff:

- All staff should act with professional integrity at all times, following our Code of Conduct.
- All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the General Data Protection Regulations. This includes maintaining security of data.

SMSJ is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Principal. This job description will be reviewed annually, returns, including those to outside agencies as required.

Promotion of Corporate Values:

To ensure that customer care is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

Flexibility:

The successful candidate may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager or Principal.