



JOB DESCRIPTION

POST TITLE:	Higher Level Teaching Assistant – Learning for Life
POST GRADE/SALARY:	H08 - £38,000 (1 FTE equivalent)
HOURS OF WORK:	36 hours a week (pro rata, term time only)
RESPONSIBLE TO:	Director of Inclusion

Summary: We require a dedicated, talented and energetic Higher-Level Teaching Assistant to work at Haringey Sixth Form College. The post will be based predominantly within the Learning for Life High Needs Provision, however there is need for flexibility in line with the needs of the college.

Learning for Life is the largest Post-16 High Needs Provision in Haringey with capacity for up to 70 learners with SEND and who have an Education and Health Care Plan (EHCP). We have learners with a wide range of needs including ASC, ADHD, global learning difficulties, SEMH, physical and medical needs, and speech and language needs. We also have a significant number of learners on our cross-college courses who have identified SEND and EHCPs. Overall 10% of our student population has SEND.

Our aim is to support the needs of all learners to enable them to access life – whether that be further/higher education, employment or in some cases adult services. We welcome candidates with a SEND background and knowledge and experience of learning interventions and leading small groups for learners with SEND. There will be good opportunities for developing the right candidate's career at the college through training as required.

Purpose of the Post

- To deliver high quality interventions for learners with SEND including but not limited horticulture, speech and language, social communication, life skills and work skills
- To ensure accurate and robust planning and resourcing of interventions for learners with SEND
- To support the sharing of best practice for working with learners with SEND
- To support the Director of Inclusion in ensuring inclusive practice across the department/college
- To support the development of Learning Support Assistants within the department including training and management as required
- To support with administrative tasks as required including support plans (learning and behaviour) and quality assuring these

Duties of the post:

- supporting learners with special educational need to ensure their inclusion in the classroom and local community including college life
- delivering class interventions, including Horticulture, speech and language, social communication and others as appropriate
- taking a leading role in managing and delivering interventions to all learners across the Learning for Life provision
- assisting in the delivery of the Life Skills/ Work Skills curriculum
- developing methods of supporting learners, both within and outside the classroom and contributing to the whole department inclusive ethos
- developing and leading interventions for learners ranging from Pre-entry to Entry 3
- building the confidence of learners to engage and achieve in opportunities that will enrich their life and post-education prospects
- advising staff on general and specific issues around learning, especially in relation to specific SEND adaptations and strategies
- contribute to the learning and motivation of all learners
- assessing needs and developing and maintaining education and learning support plans as required
- building excellent relationships with learners
- promoting inclusion across the college
- ensuring that learners are challenged and encouraged to engage in college and aim high
- developing and maintaining excellent relationships with parents and carers to ensure that learners are able to enjoy and achieve
- working to meet the learning and behavioural needs of learners, through close liaison with teachers and LSAs
- contribute to the Enrichment offer across the department
- to collaborate and network with feeder schools as required
- to be responsible for 'managing' and overseeing the progress of Special Educational Needs within your area of responsibility
- promoting communication with all learners whether this be verbal, through assisted technology, symbols or sign
- ensure the behaviour management processes are implemented within Learning for Life so that effective learning can take place.
- liaising with and supporting staff to ensure the highest quality support for learners
- undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the college where needed
- attending staff meetings as required
- contribute to the training of staff across the college as appropriate in relation to your area of responsibility
- supporting and complying with college policies on safeguarding, advising where needed
- providing high quality and flexible support, including on trips and off site learning
- researching alternative provisions that may support learner learning
- setting targets and providing feedback to learners
- to undertake cover of lessons as required
- updating displays within the department
- undertaking break and lunch duties to support learners as required

Person specification:

	Essential	Desirable
Qualifications and Training		
GCSE Maths and English or equivalent	X	
Evidence of qualification and/ or training within the area of SEND intervention teaching	X	
Knowledge and Experience		
Experience of working with learners with SEND	X	
Experience of delivering interventions through a vocational/ specialist curriculum	X	
Experience of working with learners with literacy and numeracy difficulties	X	
Experience of planning and resourcing for intervention teaching	X	
Experience of working in an educational setting	X	
Skills and Personal Qualities		
Effective oral and written communication skills	X	
Excellent organisational skills, including the use of ICT	X	
Commitment to equality and diversity	X	
Commitment to continuous professional development	X	
Ability to work collaboratively with others	X	
Commitment to putting the needs of learners first	X	
Ability to work flexibility and adapt to the needs of the department	X	
Willingness to go 'the extra mile' to ensure that provision is at the highest possible standard	X	

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive. The information given above is intended to provide an understanding and appreciation of the workload of the job and its role within the college.

This job description may be amended at any time following discussion between the Principal (or member of the Executive Team) and member of staff; and will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties match the needs of the college.