

## Job Description

### Higher Level Teaching Assistant



## Job Description

<b>Post:</b>	<b>Higher Level Teaching Assistant</b>
<b>Accountable to:</b>	<b>SENDCO</b>
<b>Salary:</b>	<b>NJC Scale6 - term-time only (pro-rot)</b>
<b>Hours:</b>	<b>35 hours per week</b>

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### PURPOSE OF JOB:

As a Higher Level Teaching Assistant you will:

Undertake a higher level role utilising relevant expertise to ensure that all students with a Speech, Language and Communication Need (SLCN), Social, Learning and Cognition Needs Emotional and Mental Health Needs and Physical and Sensory Needs are able to access the curriculum.

Monitor, record and report on pupil progress, achievement, and development to SENDCO, YLC and other professionals.

Promote the inclusion and acceptance of all pupils within the classroom and the school community.

Provide personalised support that meets the needs of SEN students at all levels; through dynamic classroom support strategies and outside of the classroom through targeted clubs and interventions.

Recognise own strengths and areas of specialist expertise and use these to model, advise and support others.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENDCO, to support achievement and progress of pupils.

Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning.

### Key Accountabilities, Duties, and Responsibilities:

1. Hold a caseload of SEN and manage Education Plans and Annual Reviews.
2. To chair and attend formal meetings, such as Annual Reviews to discuss students' progress with parents and other professionals.
3. To line manage staff in the Faculty
4. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
5. To plan, deliver and evaluate targeted interventions for students in school in liaison with YLC, SENDCO, Assistant SENDCO, subject teachers and other professionals.
6. To plan, deliver and evaluate lunchtimes and afterschool clubs in liaison with YLC, SENDCO, Assistant SENDCO, subject teachers and other relevant professionals.
7. To support, in collaboration with other professionals, a successful transition to further education settings for EHCP students
8. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
9. To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
10. To run small groups for students.
11. To make appropriate arrangements for pupils with specific special educational needs and disabilities.
12. To support the school's aims and ethos.
13. To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
14. To support colleagues to enable day to day running of the SFL department.
15. To familiarize with, actively support, and comply with all the school's policies and procedures e.g.
  - Health and Safety
  - Equal Opportunities
  - Child Protection/Safeguarding
  - Behaviour Policy
16. To undertake supervision of students during break time, lunch time and any other time during working hours, as directed by the SENCO.
17. To accompany students and teachers on educational visits and trips during contracted hours.
18. To actively participate in the school's performance management scheme, as specified in school policy, meeting regularly with the postholder's line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
19. To undertake other relevant and appropriate training, as identified with the line manager at a Performance Management Review.
20. To undertake other similar duties commensurate with the grade provided such duties are within the competence of the postholder.

## Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Leadership responsibility for ensuring compliance with equality legislation.

## Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

## Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct at the date of publication and may alter over time as the service needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements

## Person Specification

### Qualifications and experience

- English and Maths GCSE at grade C or above (or the equivalent level).
- Experience in schools where students are drawn from diverse backgrounds.
- Experience of working with young people to support their development.
- Experience working with students with SLCN, SEMH, Sensory Impairment, Learning Difficulties and Physical Disability.
- Experience supporting students with range of abilities.
- Experience preparing and delivering small groups interventions and clubs.
- An NVQ Level 4 Higher Level Teaching Assistant qualification (or equivalent) is desirable.

### Knowledge

- An understanding of strategies that support students to learn in the classroom.
- An understanding of strategies to support students reading and numeracy.
- An understanding of the issues of inclusive education
- An understanding of the use of ICT to support learning and teaching

### Skills

- Very competent literacy skills both in spoken and written English.
- Excellent computer skills: ability to use a range of computer programs to support students.
- Excellent numeracy skills.

### Personal attributes

- An infectious enthusiasm for SEND and a relentless drive for excellence.
- A sophisticated understanding of diversity and inclusion and a commitment to providing outstanding education regardless of disadvantage.
- Has a commitment to his/her own continuing professional development.
- Presents as a positive role model in carrying out duties and when representing the school.
- Can work effectively as part of a team.
- Is able to work under pressure and meet deadlines.
- Values the education of young women.

Candidates should demonstrate how they meet these selection criteria in their application which should be a letter of no more than one page.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_