

Higher Level Teaching Assistant and deputy SENCO: job description

Post:	Higher Level Teaching Assistant and deputy SENCO
Hours:	Term time + 10 days
Grade	Pay Scale: SC5 Point 12-15 £25,833- £27,255 (pro rata)
Responsible to:	Assistant Principal- Director of Learning and Engagement

Job Purpose

The Higher Level Teaching Assistant and deputy SENCO will be expected to:

- Support students with a range of needs both inside and outside the classroom.
- Teach specific groups of students as required in order to ensure that they access the curriculum and meet their academic targets.
- Supervise and direct Teaching Assistants within the Faculty of Learning.
- Lead on and deliver the Lexia morning intervention programme for students in need of literacy support.
- Coordinate assessments and support for students with EHCPs in accordance with the SEND Code of Practice.
- Complement teachers' delivery of the curriculum and contribute to the development of other support staff, students and school policies and strategies.
- Work collaboratively with teaching staff, and assist teachers in the planning cycle and the management/preparation of resources.
- Receive specific instructions from the Director of Learning & Engagement/Subject Leaders and teachers.
- Provide in-class support for students whose behaviour or needs in the classroom are an obstacle to their achievement and that of others.
- Support teaching and other staff in maintaining discipline and following up incidents.
- Assist in securing the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, establishing the academy as a leading provider of high quality education for its students.
- Support the academy team in creating a professional culture of high expectations in which students feel safe, valued and motivated to succeed.
- Provide the consistent day to day support necessary to ensure all stakeholders are able to be fully committed to students' achieving outstanding outcomes.
- Undertake additional responsibilities to support the smooth running of the academy where required.

Key Responsibilities

Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:

- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Support in the delivery of academy policy in key areas.
- Reporting to the Senior Leadership Team and CoLAT as required.

Contribute (with the academy team) to:

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence in the community.

- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective planning for improvement for the academy.
- Ensuring efficient and effective use of resources.
- Developing strong productive relationships with a wide range of stakeholders.

Supporting students

- Teach small groups of students.
- Mentor small groups of students.
- Develop an understanding of the educational needs of the students involved.
- Assist students to learn as effectively as possible in class, group and individual situations.
- Establish a supportive relationship with students.
- Encourage the integration of students into classes.
- Support the inclusion of students in all aspects of school life.
- Help promote and reinforce students' confidence and self-esteem.
- Help keep students on task and build motivation.
- Undertake break and lunchtime duties where needed to support students who find these unstructured times difficult, such as students with ASD.
- Where required, support students with particular duties relating to their physical needs.

Supporting the Director of Learning and Engagement

- Lead on TA timetabling, including the coordination of TA support when members of the team are absent.
- Line manage Teaching Assistants.
- Lead on administration and organisation of breaktime/lunchtime clubs for students with SEND.
- Lead on organising Lexia and other Faculty of Learning intervention resources.
- Lead on and coordinate updates for SEND student profiles, and monitoring of targeted students.
- Be a Personal Adviser, directly responsible for monitoring the academic progress and emotional wellbeing of a small group of students.
- Contribute to the evaluation of intervention/support programmes by providing regular feedback about students to teachers.
- Contribute to statutory reviews of students' statements/EHCPs.

Leadership of self and others by:

- Liaising with and advising other members of the academy team in order to ensure students' needs are met.
- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Maintaining open professional dialogue with the Director of Learning & Engagement about the identification of academy strengths and weaknesses, ensuring a proactive approach to solving potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

Assist in management of the organisation by:

- Liaising with all academy staff, parents and students where required.
- Liaising with external agencies as appropriate.
- The effective use of ICT.
- Where applicable undertaking additional administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.

- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and Governing Body.

Standards/Quality Assurance and Additional Responsibilities

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Compile statistical returns as required.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy’s behaviour code and uniform regulations.

Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy’s commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue:

Signature of postholder:

Signature of Chair of Governors:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
HLTA status	✓	
Experience		
Ability to use ICT to raise attainment	✓	
Ability to provide high-quality support and feedback to staff	✓	
Ability to provide high-quality support to students with additional needs	✓	
Knowledge of the SEND Code of Practice	✓	
Knowledge of the statutory requirements for students with an EHCP	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work	✓	
Experience of managing staff		✓
Experience of setting up, using, maintaining and developing student support systems		✓
Demonstrable experience of improving student outcomes	✓	
Skills and qualities		
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Attention to detail in communication and planning	✓	
Ability to problem-solve	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Well-organised	✓	
Well-presented	✓	
Fast and accurate keyboard skills		✓
Good understanding of database systems to produce reports and statistics		✓
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations	✓	
Ability to liaise effectively with a wide range of staff at different levels	✓	
Vision and values		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		✓