



Archbishop Sumner Church of England Primary School

Reedworth Street, London SE11 4PH

SEN HLTA Job Description

	Archbishop Sumner CofE Primary School
Place of work:	Archbishop Sumner CofE Primary School, Kennington
Job title:	Higher Level Teaching Assistant (SEN HLTA)
Salary:	Scale 6 - Point 18 £38,748 (FTE)
Hours:	Full time, term time only Fixed term: one year contract
Line manager:	SENDCO

[An annual review of this Job Description will take place as part of the school's performance management process.]

Main Purpose of the Role

Inspired by our Christian vision—"Love always protects, always trusts, always perseveres, always hopes" (1 Corinthians 13:7) - our commitment is to understand, encourage, inspire and equip every child.

- The SEN HLTA works under the direction of the SENDCO to provide high-quality support for pupils with Special Educational Needs and Disabilities (SEND), primarily within the school's Autism and/or Speech and Language Resource Base.
- The postholder will support children with EHCPs and complex needs, ensuring they are known, valued and able to thrive.
- The postholder will lead teaching within the resource base, direct a Teaching Assistant and take responsibility for delivering weekly planning, implementing learning activities and assessment.
- They will actively model our core values of Love, Hope, Integrity and Respect while utilising the Little Wandle phonics and Talk for Writing approaches.

The postholder will carry out the majority of the work in a classroom/resource base environment with some

outdoor activities. The role requires normal physical effort with a mixture of sitting, walking and standing as required by the activities. Where appropriate and in accordance with school policy, intimate care may be required based on the individual pupil's needs.

Key Duties and Responsibilities

Teaching, Learning & Support for Pupils with SEND

- Follow and implement tailored learning activities and specialised programmes as agreed with the SENDCO and class teachers, adapting activities according to pupils' individual SEND needs and responses.
- Support children with EHCPs and complex learning needs across the school and within the Learning Resource Base, ensuring full inclusion in the life of the school.
- Take responsibility for preparing and delivering learning activities for individuals, small groups or resource base classes under the guidance of the SENDCO.
- Model and embed key curriculum frameworks, including Little Wandle Phonics and Talk for Writing.
- Support pupils in social, emotional and spiritual well-being, fostering a safe, nurturing and inclusive environment where every child feels secure and able to be themselves.
- Assist pupils with personal care, eating, dressing and hygiene as required, while actively encouraging independence.
- Assist in the development and review of Individual Education Plans (IEPs), EHCP targets and individual development plans.

Leadership & Coordination

- To lead, supervise and support the daily deployment of designated teaching assistants within the Learning Resource Base.
- To support the professional development and work of other TAs and volunteers.
- To liaise regularly with class teachers, SENDCO, external agencies and parents to coordinate provision and share pupil outcomes.

Monitoring, Assessment & Classroom Operations

- To monitor, assess and record pupil progress, contributing to evaluation and reporting under the direction of the SENDCO.
- To provide constructive feedback to pupils regarding their learning, progress and attainment.
- To select, prepare and organise resources, including creating engaging learning environments and displays that inspire discovery.
- To support behaviour management in accordance with school policies, building character, resilience and positive relationships.
- To support the use of ICT in the curriculum to enable access for pupils with SEND.
- To monitor and manage stock, supplies and specialised resources for the Learning Resource Base.
- To contribute to the preparation and completion of pupils' annual review reports and end-of-year reports, working collaboratively with class teachers to ensure that progress, achievements, individual needs and next steps are accurately recorded.

School Community & Christian Ethos

- To fully support, model and promote the Christian vision, values (*Love, Hope, Integrity, Respect*) and ethos of Archbishop Sumner CofE Primary School.
- To assist in supervising pupils during play, educational visits and out-of-school activities.
- To uphold all safeguarding and child protection policies to ensure a safe, secure learning community.

This job description is not intended to be an exclusive or exhaustive list of the nature this post entails and the

postholder may be required to carry out additional duties as reasonably required.

Person Specification

Category	Essential	Desirable
Qualifications & Training	• HLTA status (or equivalent qualification or commitment to complete an HLTA course within 12 months of starting the post) • Good standard of literacy and numeracy • Commitment to ongoing professional development	• Training in Little Wandle Phonics or Talk for Writing • Specialised SEND training/qualifications • Paediatric first aid training
Experience	• Experience supporting children with SEND and EHCPs • Experience planning and leading teaching/learning activities • Experience supervising or coordinating the work of TAs/volunteers	• Experience working within a primary school Learning Resource Base or specialist provision
Knowledge & Skills	• Strong understanding of SEND strategies and adaptive teaching approaches • Ability deliver and evaluate targeted learning activities • Strong communication and interpersonal skills for liaising with parents and staff • Understanding of safeguarding and KCSIE guidelines	• Knowledge of Autism and/or Speech & Language resource base provision • Experience supporting play, outdoor learning and personal/social development

	• Competent in the use of ICT, particularly Google Workspace and related digital platforms.	
Personal Qualities & Values	• Strong personal commitment to Archbishop Sumner's Christian vision and values (<i>Love, Hope, Integrity, Respect</i>) • High expectations for all pupils and a belief in their ability to thrive • Resilient, empathetic, proactive and collaborative approach	