

| **Job Description: Higher Level Teaching Assistant**  |
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| **Post holder** | **Vacant** |
| **Hours** | Whole time/full time contract.32.5 hours per week. Some flexibility may be required to suit the needs of the school.SCP12 - SCP17 + allowance (£22,571 - £24,920 + £1,347 per annum) |
| **Responsible To** | SENCO |
| **Main Purpose** | To assist the school in supporting students with Special Educational Needs, ensuring they are able to access their education and learning experience at the school.  |
| **Duties** | * To assist in promoting a positive ethos – school values;
* To assist in implementing and developing the school’s behaviour code;
* To support students with advice and guidance as required;
* Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher;
* Assess, record and report on development, progress and attainment;
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate;
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision;
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning;
* Support students in social and emotional well-being, reporting problems to the teacher as appropriate;
* Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties;
* Provide specialist support to students where English is not their first language;
* Provide specialist support to gifted and talented students who have SEN;
* Provide specialist support to all students in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

HLTAs in this role may also:* Develop and implement Individual Development Plans for students (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
* Support the role of parents / carers in students’ learning and contribute to meetings with parents / carers to provide constructive feedback on student progress/achievement etc;
* Contribute to the development of policies and procedures;
* Manage the work and development of other classroom support staff;
* Be responsible for the preparation, maintenance and control of stocks of materials and resources within the SEN dept;
* Liaise with external agencies on a regular basis;
* Escort and supervise students on educational and out of school activities;
* Supervise individuals and groups of students throughout the day, including supervision in homework clubs and pre-school clubs;
* Provide pastoral care to students, for example as a mentor;
* Be responsible for students who are not working to the normal timetable;
* Assist students with SEN in exams and tests;
* To plan and carry out Year 6-7 transition for vulnerable pupils;
* To play a full part in the life of the school;

**Any other reasonable tasks requested by Headteacher** |