

| **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** |