

## Job Description

### Higher Level Teaching Assistant (HLTA)

**Grade:** H4  
**Location:** The Hemel Hempstead School  
**Hours:** 33.75 hours per week, term time + INSET

**Reporting to:** SENDCo

#### Job Purpose

To take a lead role in coordinating and supporting students within the SEND team. This role may be subject to change and will be agreed in conjunction with the SENDCo and Headteacher.

To ensure students with EHCPs make progress by performing the role of a key worker for targeted individuals, monitoring and evaluating progress over time, contacting parents and working with the SENDCo to plan provision.

To complement and support class teachers in the teaching of 1:1 or small groups of children, as well as supporting in the classroom, whilst progressing children in their learning.

To effectively liaise with TAs, Heads of Year, teachers and external professionals as required.

#### Key Responsibilities

- Leading on a specific area of SEND by setting student targets, planning and delivering high quality intervention.
- Delivering high quality interventions with individuals or small groups of learners.
- Understanding and adapting learning to meet the needs of students who may be working at KS1 and KS2 levels.
- Understanding and supporting the inclusion of students with social and emotional development significantly behind that of their peers.
- Supporting colleagues within the learning support team to deliver intervention and provide support to students, ensuring high quality and consistency.
- Demonstrating an informed and efficient approach to SEND support by adopting relevant strategies to ensure targeted students make progress.
- Working with small groups of children or supporting whole classes, under the direction of the SENDCo.
- Keeping relevant SEND documents updated and shared appropriately.
- Reporting to the class teacher and SENDCo, creating a 'joined up' approach to the support of pupils with a variety of needs including learning, behavioural, communication, social, sensory or physical difficulties and medical needs.

- Post holders will support the school to fulfil its responsibilities under the SEN Code of Practice.

## **Duties**

- Implement planned learning activities/teaching programmes as agreed with the SENDCo, adjusting activities according to pupils' needs as appropriate.
- Work with any SEND student as directed by the SENDCo to meet their individual academic and pastoral needs.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Establish positive relationships with pupils, implementing strategies to support them in their learning and following up and assessing the impact of this support.
- With teachers, evaluate pupils' progress through a range of assessment activities relating to attainment and progress.
- To contribute to assessments of children, as directed by the class teacher/SENDCo, and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- To take an active role in assessing and analysing progress data as well as participating in pupil progress meetings and contributing to learning plans APDR cycles.
- To attend relevant meetings as well as INSET, agreed with SENDCo in advance.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To support and guide other TAs' work in the classroom and lead training for other teaching assistants on your area of specialism. To act as 'mentor' to new or less experienced TAs.
- Model good practice at all times whilst maintaining high levels of professional conduct.
- Support and promote the use of ICT in the classroom and develop pupils' competence and independence in its use

## **General**

- To understand and apply school policies in relation to health, safety and welfare
- To respect confidentiality at all times
- To take an active part in the school's appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

To follow the school's Safeguarding Procedures and contribute to the safety of all children in the school.

**Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.**

**This job description is current, but following consultation with you, may be changed by the**

**Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.**