



Higher Level Teaching Assistant (HLTA)

## Job Description

**Reporting to: SENDCO**

**Department: SEND Department**

### 1. POST PURPOSE

To support the teaching and learning activities across the school, including planning and delivering lessons under the direction of teaching staff, leading intervention groups, and providing cover for classes where required. The HLTA will work closely with pupils and staff, supporting the school's commitment to safeguarding and promoting the welfare of all children.

### 2. SPECIFIC RESPONSIBILITIES

- 2.1. Support teachers in planning and delivering high-quality lessons across the curriculum.
- 2.2. Deliver learning activities to small groups or whole classes under the guidance of teaching staff
- 2.3. Lead intervention sessions to support identified pupils
- 2.4. Provide cover supervision for classes as required
- 2.5. Assist in the assessment and recording of pupil progress
- 2.6. Work with pupils with diverse needs, including SEND and EAL, adapting activities as necessary
- 2.7. Foster a safe and inclusive learning environment
- 2.8. Communicate effectively with pupils, staff, and parents/carers
- 2.9. Uphold the school's policies and procedures, with a particular focus on safeguarding
- 2.10. Participate in relevant training and development opportunities
- 2.11. Creating and reviewing SEND passport information that will be shared with teachers to support quality first teaching.
- 2.12. Undertaking assessment work to identify barriers to learning and SEND needs.
- 2.13. To liaise with parents providing feedback on students' progress at school.
- 2.14. To act as scribe and / or reader for pupils during internal or external examinations and assessments as required.
- 2.15. Teaching Assistants in this role may be expected to undertake at least one of the following:
  - 2.15.1. Work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behavior contributing to the development of risk assessments, support plans etc.



- 2.15.2. Provide support and communication strategies as required eg PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
- 2.15.3. In accordance with an agreed healthcare plan and following appropriate training as directed by the Headteacher undertake medically invasive techniques such as feeding through gastrostomy tubes, use of nebulisers, oxygen administration, administration of medication.
- 2.15.4. Support pupil's social, emotional and physical wellbeing, reporting concerns to the appropriate person.
- 2.15.5. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
- 2.15.6. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
- 2.15.7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- 2.15.8. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
- 2.15.9. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

### 3. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 3.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example
- 3.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- 3.3. To develop effective professional relationships with colleagues. To actively support the corporate policies of the school.
- 3.4. To comply with the school's Health and Safety Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



#### 4. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Higher Level Teaching Assistant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Line Manager)