

<b>Job Title:</b>	SEN HLTA (Higher Level Teaching Assistant)	<b>Reports to:</b>	SLT
<b>Location:</b>	Thomas Hall School	<b>Accountable to:</b>	Headteacher
<b>Salary/Grade:</b>	Grade E	<b>Hours of Work:</b>	19.5 hours per week

## Principle Purpose of the Role

The purpose of this job is to support teachers by taking responsibility for agreed learning activities under a supervised system. This includes planning, preparing, and delivering learning activities for individuals, groups, or occasionally whole classes, as well as monitoring, assessing, recording, and reporting on pupils' achievements, progress, and development. Additionally, the role involves providing cover for teachers during their Planning, Preparation, and Assessment (PPA) time.

The job also aims to assist the school in delivering specialized support for pupils with English as an Additional Language (EAL) and Special Educational Needs (SEN), ensuring these pupils can achieve their full potential.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

## Key Duties

- Responsible for the management and development of a specialist area (The Hub) within the school
- The job involves working within recognised procedures, which leave some room for initiative.
- The work may involve responding independently to unexpected problems and situations.
- The post holder has access to a supervisor or manager for advice and guidance on unusual or difficult problems.
- Assess the educational needs of pupils and use knowledge and skills to support pupils' learning.
- Plan teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Deliver local and national learning strategies e.g. English, Maths & Science – KS3 & KS4 and make use of opportunities provided by other learning activities to support the development of pupils' skills.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Responsible for keeping and updating records and for the marking of pupils' work, time spent in The Hub and recording achievement/progress while under your supervision.
- Represent teaching assistants at teaching staff/management /other appropriate meetings.



- Lunchtime supervision included.
- Flexibility will be required to cover duties after school hours, for example, for detentions, parent meetings, etc.

### Additional Duties

- Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.
- Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons or in The Hub.
- There will also be a requirement to concentrate for periods of up to two hours when marking pupils work and recording progress/achievement.
- There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.
- Post holder mainly operates within classroom-based conditions and there is regular background noise.
- There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips.
- There may be the need to deal with bodily fluids when providing personal care to pupils.

### Demands and Working Conditions

- Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.
- Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards.
- There may be the need to deal with bodily fluids when providing personal care to pupils.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.
- There may be a requirement to spend time working with sensitive information, for example, school and pupil reports.
- Adhoc travel to attend training events and meetings may be required.
- This is an operational post and there will be considerable conflicting work demands, deadlines and interruptions, particular during peak periods and operational deadlines.
- The post holder is to undertake other duties commensurate to the grade of the post.

### Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.



- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

### Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



## Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Qualification/certification in English & Mathematics equivalent to GCSE Level 3 or NVQ Level 2 in English and Mathematics.	E	X	
Higher Level Teaching Assistant standard or equivalent qualification or experience or willingness to work toward relevant professional qualification.	E	X	
Training in relevant learning strategies e.g. literacy.	E	X	
Child Protection Training	D	X	
Mental Health First Aider	D	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Good working knowledge of Microsoft Office programs, and School based Management Information Systems (MIS) such as Arbor/CPOMs etc.	E	X	X
Knowledge of how to work and maintain confidentiality in relation to data/information at all times.	E	X	X
Ability to read, write and communicate effectively in English in order to deliver in all aspects of the role	E	X	X
Previous experience of working in the education sector.	D	X	
Knowledge of relevant policies/codes of practice/legislation. Demonstrates understanding of statutory frameworks relating to teaching.	E		X
Knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.	E		X
Understanding of child development and learning processes.	E		X
Teaching Assistant experience.	E	X	X
Ability to demonstrate, understand and apply the Trust's values, behaviours, and curriculum principles.			
Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT.	E		X
Problem solving ability to effectively manage a variety of problems arising from staff issues and from problems relating to classroom management and the care and control of pupils.	E		X



Developed training skills required for supporting the pupils in the classroom and effective written and oral communication skills for liaising with the pupils, other staff, parents and outside agencies and professionals.	E		X
--	---	--	---



Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students.	E		X
<b>Personal Attributes</b>			
<b>Specification</b>	<b>Essential (E) / Desirable (D)</b>	<b>Assess at application</b>	<b>Assess at interview</b>
Highly organised and able to manage a busy workload	E		X
Commitment to safeguarding and promoting the welfare of children and young people	E		X
Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems, and procedures	E		X
Demonstrate personal and professional integrity, including modelling values and vision;	E		X
Commitment to promote and support the aims and value partners Reach South Academy Trust	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	D		X
Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust’s constitution and its policies and procedures.	E		X
Work within the requirements of the Trust’s Health and Safety policy, performance standards, safe systems of work and procedures.	E		X
Undertake all duties with due regard to the Trust equalities policy and relevant legislation.	E		X

