



## STONE LODGE SCHOOL

### Job Description

Job Title:	<b>Higher Level Teaching Assistant</b>
Salary:	<b>Grade 7 Point 20 £29,500 FTE (Actual salary £26,491 pa)</b>
Hours:	<b>37 hours per week (Term Time plus 5 inset days and 5 additional days)</b>
Responsible to:	<b>SENCO</b>

### Overall Job Purpose:

To work in collaboration with SENCO and teachers to support the learning of students, some of whom have Special Educational Needs (SEN). To supervise and provide particular support for identified students, in 1:1 or small group interventions, ensuring their safety as well as supporting them to access the learning. Line manage teaching assistants and take on responsibility for specified areas of intervention with the SEN department.

### Main Duties and Responsibilities

- To lead on the development of appropriate resources, schemes of work and teaching strategies, working with TAs delivering interventions to ensure the provision and delivery supports each identified student's learning needs.
- Coach, observe and develop TAs through the schools instructional coaching model
- Lead on and deliver learning activities for individuals and small groups of students under the professional direction and supervision of the SENCO.
- To contribute to creating a purposeful and supportive learning environment.
- Lead on, develop and deliver structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To assist in monitoring and evaluating students' progress through agreed assessment / screening activities
- Communicate with parents and other stakeholders on a regular basis, updating them of their child's progress and discussing any concerns that have arisen
- Promote positive behaviour around the school in line with the school's Behaviour Blueprint.
- Support students' social and emotional well-being, recognising signs of emotional concern, offering reassurance, and reporting concerns to the teacher or Safeguarding Lead as appropriate.
- Complete referrals to external agencies gathering supporting evidence
- Attend meetings for students with additional needs as directed by the SENCO
- Promote student inclusion within the school, supporting and encouraging communication, learning and social skills.
- Carry out administrative duties, such as preparing documentation for the local authority, writing reports, liaising with agencies and any other tasks as directed by the SENCO
- Assist with break/lunch-time supervision including facilitating activities.
- Participate in training and performance development programs as required.
- Attend staff meetings and coaching and/or supervision.
- To be a good role model in speaking and listening, using correct grammar.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.***



## STONE LODGE SCHOOL

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school.

### Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"><li>• Maths and English Language GCSE grades A*- C (4-9)</li><li>• Have an awareness/knowledge of Health &amp; Safety at Work</li><li>• Higher Level Teaching Assistant Qualification</li></ul>	<ul style="list-style-type: none"><li>• Other qualifications / training related to supporting students with additional needs</li></ul>
Knowledge, skills and experience	<ul style="list-style-type: none"><li>• Experience of working with young people in school or other learning environment.</li><li>• Ability to work to tight deadlines and be flexible in supporting other staff.</li><li>• Keen interest and passion for the education of young people and the enthusiasm to contribute more widely to the life and community of the school.</li><li>• Experience of leading small intervention groups for students.</li><li>• Ability to work effectively as part of a team.</li><li>• Ability to communicate well with students, staff and parents.</li><li>• Ability to organise own time to ensure that resources are available when required</li><li>• An understanding of child protection, health &amp; safety, equal opportunities and confidentiality</li></ul>	<ul style="list-style-type: none"><li>• Previous experience supporting students with SEN.</li><li>• Experience of line management of Teaching Assistants</li><li>• Experience of overseeing performance management of other staff (Teaching Assistants)</li><li>• Experience of developing TA timetables</li><li>• Knowledge of instructional coaching</li></ul>
Special aptitudes	<ul style="list-style-type: none"><li>• Possess an understanding of how children and young people develop and learn.</li><li>• To be able to relate well to students, understanding their needs and being able to respond accordingly.</li><li>• Possess tact and sensitivity when dealing with students, parents and staff.</li><li>• Good IT skills (Microsoft office. SIMs).</li><li>• Has a keen desire to learn and develop in their role</li></ul>	

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.*