



St Mary's Catholic Primary Academy

Reflecting the love and faith of Mary in all that we do.



**The Blessed
Peter Snow**
Catholic Academy Trust

Job Description

Post Title: SEND Higher Level Teaching Assistant

Grade: Scale 5 point 14-17

Prime Objectives of the Post

To at all times support and uphold the Catholic mission, ethos and character of the school in accordance with your CES contract.

To work as part of a team including teachers and other staff to support pupils to overcome barriers to learning, in order to achieve their full potential.

To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well-being.

Responsible to: The Higher Level Teaching Assistant is directly responsible to the SENDCo and the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

1. Teaching Support

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- To work under the guidance of the class teacher/line manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- Under the guidance of the teacher, supervise activities, assist with the general management and inclusion of pupils in school
- In conjunction with the teacher provide one to one support for targeted pupils or groups of pupils individual timetables, or in particular lessons where there are barriers to learning for the pupils.
- Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Assist in training new and temporary members of the team, particularly on the behaviour management or learning strategies followed by the teacher/SENDCo.
- Under the guidance of the teacher work with individuals or groups of pupils in accessing relevant resources to support learning.

2. Pupil Support and Mentoring

- To provide programmes for individuals and small groups of pupils on social skills, life skills, cognition and learning, emotional and physical health
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To manage challenging and extreme behaviour of individual pupils.

- To provide individual assistance or assistance within groups through implementing behaviour plans, Education and Health Care Plans, IEPs and teaching strategies etc, to maximise their achievements.
- As required, to deal with the personal care and comfort of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- As required to deal with pupils who require physical restraint and intervention, under the direction of the Headteacher
- To develop one to one mentoring relationship with pupils/ students requiring particular support to achieve goals defined in action plan.
- To promote positive behaviours management by modelling and suggesting effective strategies with pupils in class and around school, including during break times.
- To provide individual support or activities for pupils in danger of becoming excluded, disaffected or disengaged, in lessons, during break times and in educational visits.

3. Curriculum Support

- To understand the range of activities, courses, opportunities and individuals that could be used to provide extra support for student.
- To liaise closely with teacher and other support staff to ensure they understand and support the strategies being used.
- To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- To contribute in the presentation of pupils' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources, where necessary.
- Develop effective working relationship with wide range of external agencies, as appropriate to support the progress of individual pupils.
- To maintain regular contact with parents/carers of students in need of extra support to keep informed of their child's needs and progress and to secure positive family support and involvement.
- To attend and contribute to duty related meetings as required.
- To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

4. General

- As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trusts responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future School's/Trusts policies, procedures and relevant legislation.