



Job Description: Higher Level Teaching Assistant (HLTA) & Key Worker Lead

Job Purpose

To plan, deliver, and monitor high-quality Functional Skills lessons and targeted interventions, ensuring that all students make progress.

This role involves being a dedicated Key Worker to a designated group of students, offering classroom assistance to teaching staff and providing essential exam access support.

Additionally, the postholder will provide line management and guidance to an allocation of Learning Support Assistants (LSAs) and Key Workers, ensuring robust support for students with Special Educational Needs (SEN) and English as an Additional Language (EAL).

Key Responsibilities

1. Curriculum Delivery & Intervention

- **Functional Skills:** Plan, prepare, and deliver engaging Functional Skills lessons in alignment with the school's established curriculum and Functional Skills programme.
- **Interventions:** Design, implement and monitor targeted intervention programmes to bridge learning gaps for individuals and small groups.
- **EAL Support:** Provide tailored support to students with English as an Additional Language (EAL) to accelerate their language acquisition and integration into the curriculum.

- **Assessment:** Assess, record, and report on student development, progress, and attainment, adapting future planning based on data.

2. Key Working & Pastoral Communication

- **Student Advocacy:** Act as the dedicated Key Worker for an allocated caseload of students, monitoring their holistic wellbeing, academic progress, and behavior in line with their EHCP.
- **Multi-Agency Liaison:** Build and maintain strong, consistent, and transparent communication channels with parents/carers, students, teachers and external support.
- **EHCP Support:** Assist in gathering evidence and implementing strategies outlined in students' Education, Health, and Care Plans (EHCPs) and attend EHCP reviews for key students.

3. Leadership & Staff Management

- **Line Management:** Line manage an allocated team of LSAs and Key Workers, conducting regular check-ins, disseminating tasks and information and supporting the SENDCo.

4. Classroom & Exam Support

- **Teacher Support:** Work collaboratively with class teachers to deliver high-quality lesson support, ensuring learning environments are inclusive and resources are suitably differentiated to meet students needs.
- **Access Arrangements:** Act as a reader, scribe, or invigilator during internal and external examinations, ensuring strict adherence to Joint Council for Qualifications (JCQ) regulations.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> * Status/Qualification as a Higher Level Teaching Assistant (HLTA). * Level 2 (or equivalent) in English and Mathematics. 	<ul style="list-style-type: none"> * Team Teach or relevant de-escalation training. * Specific EAL or specialist SEN training certificates.
Experience	<ul style="list-style-type: none"> * Proven experience working as an HLTA or in a similar high-level education support role. * Substantial experience working directly with students with Special Educational Needs (SEN). 	<ul style="list-style-type: none"> * Experience in line managing or mentoring staff in an educational setting. * Experience delivering Functional Skills or alternative provisions.
Knowledge & Skills	<ul style="list-style-type: none"> * Strong understanding of the Functional Skills curriculum. * Ability to plan and adapt interventions effectively. 	<ul style="list-style-type: none"> * Deep understanding of EAL pedagogy and language acquisition strategies. * Experience or knowledge of KS2 curriculum, including reading and numeracy interventions.

Personal Attributes	<ul style="list-style-type: none">* Exceptional communication skills for liaising with families and specialists. * High level of emotional resilience, patience, and empathy. * Excellent organisational and leadership capabilities. * Experience in working in a team.	<ul style="list-style-type: none">* Proactive approach to problem-solving and team building.
----------------------------	---	--