



# WOODBRIIDGE HIGH SCHOOL

## Higher Level Teaching Assistant (Dyslexia Specialist)

GRADE LBR5

### JOB DESCRIPTION

**Line Manager:** Associate Assistant Headteacher (Director of SEND Provision)

**Purpose:** To provide inclusive, high-quality support and targeted interventions for pupils, with a particular focus on meeting the needs of those with dyslexia.

#### Duties and Responsibilities

1. Support students with dyslexia and related literacy difficulties to develop confidence, independence, and a positive attitude towards learning.
2. Provide targeted support to help students access curriculum texts, resources, and classroom activities using dyslexia-friendly strategies and assistive technologies.
3. Deliver structured literacy interventions focusing on phonics, spelling, reading fluency, and comprehension using evidence-based approaches.
4. Plan and deliver personalised 1:1 and small group programmes, adapting provision based on individual need and progress.
5. Support students in organising and structuring extended writing using scaffolds, writing frames, and multi-sensory techniques.
6. Assist students in applying mathematical understanding, including support with language processing, sequencing, and problem-solving strategies.
7. Adapt tasks, instructions, and materials across subjects—including practical lessons—to ensure accessibility for learners with dyslexia.
8. Prepare, adapt, and create dyslexia-friendly resources that can be used school wide (e.g. simplified text, visual supports, overlays, enlarged fonts, and use of colour).
9. Support students with organisation, time management, coursework completion, and independent study skills.
10. Act as a reader and/or scribe where appropriate, including within examinations, ensuring compliance with JCQ regulations and promoting independence.

11. Monitor, assess, and record student progress, maintaining accurate records and adapting support strategies to maximise impact.
12. Contribute to, implement, and review EHCPs, Pupil Profiles, and Individual Learning Plans, including participation in Annual Reviews.
13. Work collaboratively with the Director or SEND and SENDCo, teachers, parents/carers, and external specialists to plan, deliver, and review effective provision.
14. Promote inclusive practice across the school, including during unstructured times and educational visits, ensuring equality, diversity, and participation.
15. Engage in ongoing CPD related to dyslexia and SEND, maintain safeguarding and compliance standards, and demonstrate flexibility in meeting the evolving needs of students and the school.

**There is an *expectation* for LSA staff to offer additional hours after school for individual or group intervention, where needed. You will be appropriately remunerated for these additional hours**

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time to meet changing circumstances and demands. It will not form part of the post holder's contract of employment.

## **PERSON SPECIFICATION:**

### **JOB TITLE: Higher Level Teaching Assistant (Dyslexia specialist)**

- Essential (E)
- Desirable (D)

### **Experience:**

- Previous experience of working with children of a relevant age (E)
- Previous experience of working in an educational environment (D)
- Previous experience of Special Needs-related work (D)

### **Skill, Knowledge and Abilities:**

- Have a working knowledge of dyslexia (SPLD) (E)
- Ability to carry out set duties (E)
- Possess appropriate personal skills (E)
- Ability to work using own initiative (E)
- Possess an attention to detail (E)
- Be receptive to new ideas and change (E)

### **Education and Qualifications:**

- HLTA status (E)
- Good standard of general education (E)
- Good numeracy and literacy skills (E)
- Sound ICT skills (E)
- First aid qualification (training will be provided) (D)
- Willingness to complete an 'in house' induction programme (E)
- Willingness to participate in development and training opportunities (E)

### **Personal Attributes:**

- Willingness to integrate into a team (E)
- Ability to relate well to children and adults (E)
- Ability to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- Have a friendly, co-operative approach to parents, pupils and staff (E)
- Have a high level of personal drive and energy (E)
- Willingness to work flexibly in terms of job roles and responsibilities (E)
- Willing to promote a positive image of the school (E)