

Job Description

Job Title	HLTA of Inclusion / SEND
Grade	Scale 7 (point 19-24)
Reports to	Assistant Headteacher for Inclusion
Job Purpose	• To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. • This may involve planning, preparing and delivering learning activities for individuals and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.
Duties	• To support the identification of SEND students and help implement, assess, plan review cycle. • Work with individuals and groups or pupils, under the direction of the Assistant Head Inclusion, to support learning • To administer assessments and coordinate the literacy intervention program under the supervision of the Assistant Head Inclusion • To supervise and manage the Inclusion / SEND Hub • To maintain student SEND Records and ensure that confidentiality is maintained • To develop a secure understanding of the SEND Code of Practice and the impact SEND has on teaching and learning. • Timetabling teaching assistants to ensure that SEND students are sufficiently supported. • Establish and maintain relationships with individual pupils and groups including acting as a key worker for specific SEND students. • Weekly attendance at team meetings and other relevant meetings. • Ability to deliver intervention on a one to one basis or to groups of students as required. • Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence. • Liaise with staff and other relevant professionals and provide information about students as appropriate.

	• Contribute to the development and implementation of One plans and EHCP meetings for students and attend/contribute to review meetings. • Support transition. • Support the role of parents/carers in students' learning and contribute to meetings. • For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioner and appropriate training. • For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, as required, whilst encouraging independence. • Organise and manage appropriate learning environment and resources across subjects. • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence and attainment.
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's equal opportunities policy. • The Local Schools Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful recent experience working with children in a learning environment Meet Higher Level Teaching Assistant standards Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid Understand classroom roles and responsibilities and your own position within these Full working knowledge of relevant policies/codes of practice/legislation
	Literacy	Reading and writing skills equivalent to at least NVQ Level 2
	Numeracy	Numeracy skills equivalent to at least NVQ Level 2
	Technology	Full working knowledge of ICT to support learning
Communication	Written	Ability to write complex reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes Good working knowledge of specialist curriculum area(s) if appropriate Good understanding of statutory frameworks relating to teaching
	Child Development	Excellent understanding of child development and learning processes Ability to assess and record progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Work effectively as part of a team and contribute to group thinking, planning etc

		Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately Use own initiative and work independently
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others