

# The St. Bart's Academy Trust

## Job Description



<b>Post Title:</b>	<b>Specialist Teaching &amp; Learning Practitioner</b>
<b>Academy:</b>	Abbey Hill Academy & College
<b>Pay Range</b>	Level 7

### Main purpose of the job

The post holder works as a key part of the professional team to deliver expert, specialist learning support to pupils with identified learning difficulties, complex and/or multiple special educational needs. This role operates under the general direction and supervision of a qualified teacher, while taking responsibility for ensuring the continuity of teaching and learning for pupils and classes assigned to the post holder. The post holder implements and delivers specified work to whole classes, small groups, and individuals during periods of teacher absence (including PPA cover and short-term cover up to 3 consecutive days), leveraging detailed knowledge and professional standards to support both high-quality SEN provision and curriculum delivery.

### Duties and responsibilities

#### Curriculum Delivery

- Provide short term classroom cover (lasting up to 3 consecutive days) for any teacher absence
- Provide PPA cover as required
- Plan, prepare, and deliver specified work to whole classes, small groups, and individuals, modifying and adapting activities as necessary
- Use teaching and learning objectives to plan, evaluate, and adjust lessons/work plans as appropriate
- Assess, record, and report on pupil development, progress, and attainment
- Provide appropriate and accessible feedback (written, verbal, or alternative communication) to pupils on their progress
- Support teachers in collating and organising evidence of pupils' work, progress and attainment
- Supervise individuals and groups of pupils throughout the day, including in the classroom, playground, and dining areas
- Be responsible for pupils who are not working to the normal timetable
- Escort and supervise pupils on educational and out of school activities

#### Specialist SEND Provision

- Provide specialist support to pupils with severe and/or complex special educational needs (SEND)
- Provide and adapt specialist learning activities to individuals and small groups
- Develop, implement, and monitor individual targets and plans for pupils (including Education, Health and Care Plans - EHCPs), including attendance at, and contribution to, annual reviews.
- Liaise with internal teams and external agencies as required (eg: Speech & Language Therapy (SALT), Occupational Therapy (OT), Clinical Psychology)
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
- Monitor pupils' conduct and behaviour, intervening to resolve highly complex, difficult, or very

challenging issues

- Advise and assist pupils in the proper use and deployment of highly complex personal and learning aides and equipment
- Support pupils' social and emotional wellbeing
- Support pupils' individual health and welfare needs, including assistance with eating, dressing, hygiene, and toileting, ensuring dignity is maintained and independence is encouraged
- Administer medication in accordance with pupils' agreed healthcare plans and school protocol, under direction of healthcare practitioner and following appropriate training

## **Professional Practice**

- Provide support and share best practice with other support staff, including allocating staff according to pupil needs
- Support the role of parents/carers in pupils' learning and contribute to meetings to provide constructive feedback
- Be responsible for promoting and safeguarding the welfare of children and young people, raising any concerns following academy protocol/procedures
- Invigilate exams and tests as required
- Assist with the induction of new pupil into specialist units, classes, or the Academy
- Be responsible for the preparation, maintenance and control of stocks of materials and resources

## Other

- Perform any other duties appropriate to the post

Person Specification	
Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"><li>• Meet the professional standards for Higher Level Teaching Assistant (HLTA)</li><li>• Relevant qualifications in supporting teaching and learning</li></ul>
Experience	<ul style="list-style-type: none"><li>• Significant experience of working within a school setting</li><li>• Proven experience of working with children with a broad range of SEND</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Detailed knowledge and skills appropriate to providing specialist support to pupils with complex and multiple special educational needs</li><li>• Proven ability to plan, deliver, and assess specified work for whole classes, small groups, and individuals</li><li>• Knowledge and compliance with policies and procedures relevant to child protection and safeguarding</li><li>• Ability to fulfil all spoken aspects of the role with confidence through the medium of English</li></ul>