

Job Description

Higher Level Teaching Assistant (HLTA)

Grade: H6

Hours: Full time

Job Purpose

To take a lead role in coordinating and supporting students with a specific aspect of SEND such as SEMH, literacy, or SALT. This role may be subject to change and will be agreed in conjunction with the SENDCo and Headteacher.

To ensure students with EHCPs make progress by performing the role of a key worker for targeted individuals, monitoring and evaluating progress over time, and working with the SENDCo to plan provision.

To contribute to the development of other support staff through the appraisal process and to actively lead and develop members of the TA team, on a daily basis, to ensure that high standards of support for children are consistently maintained.

To complement and support class teachers in the teaching of 1:1 or small groups of children, as well as supporting in the classroom, whilst progressing children in their learning.

To effectively liaise with TAs, Heads of Year, teachers and external professionals as required.

Key Responsibilities

- Leading on a specific area of SEND by setting student targets, planning and delivering high quality intervention.
- Supporting colleagues within the learning support team to deliver intervention and provide support to students, ensuring high quality and consistency.
- Demonstrating an informed and efficient approach to SEND support by adopting relevant strategies to ensure targeted students make progress.
- Working with small groups of children or supporting whole classes, under the direction of the SENDCo.
- Leading other support staff in ensuring high quality support for children with SEND, as well as other groups of children being supported in the classroom.
- Reporting to the class teacher and SENDCo, creating a 'joined up' approach to the support of pupils with a variety of needs including learning, behavioural, communication, social, sensory or physical difficulties and medical needs.

- Post holders will support the school to fulfil its responsibilities under the SEN Code of Practice.

Duties

- Implement planned learning activities/teaching programmes as agreed with the SENDCo, adjusting activities according to pupils' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Establish positive relationships with pupils, implementing strategies to support them in their learning and following up and assessing the impact of this support.
- With teachers, evaluate pupils' progress through a range of assessment activities relating to attainment and progress.
- To contribute to assessments of children, as directed by the class teacher/SENDCo, and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- To take an active role in assessing and analysing progress data as well as participating in pupil progress meetings and contributing to learning plans APDR cycles.
- To attend relevant meetings as well as INSET, agreed with SENDCo in advance.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To support and guide other TAs' work in the classroom and lead training for other teaching assistants. To act as 'mentor' to new or less experienced TAs.
- Model good practice at all times whilst maintaining high levels of professional conduct.
- Support and promote the use of ICT in the classroom and develop pupils' competence and independence in its use

General

- To understand and apply school policies in relation to health, safety and welfare
- To respect confidentiality at all times
- To take an active part in the school's appraisal 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 and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

To follow the school's Safeguarding Procedures and contribute to the safety of all children in the school.

Person Specification

Education/Qualifications

Essential: Educated to GCSE level (or equivalent) with English and Maths at grades A*- C

Desirable: Degree/ A level / NVQ level 2

Knowledge

- The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- An understanding of working with learning plans, setting targets, and following assess, plan, do review (APDR) cycles
- The monitoring, assessment recording and reporting of pupils' progress
- The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.

Experience

- Experience as a Teaching Assistant in a secondary setting
- Experience of planning and leading teaching and learning activities (under supervision)
- Previous experience as a Higher-Level Teaching Assistant is desirable

Skills and Abilities

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Effective communication (both orally and in writing) to a variety of audiences
- The ability to remain calm and professional in stressful situations
- Good knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Ability to promote the school's aims positively
- Ability to develop good personal relationships within the team
- Ability to work with outside agencies and professionals to ensure students have appropriate learning targets and make progress toward them.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.