



# Job Description: Higher Level Teaching Assistant Maple Tree SEMH Provision.

*Required September 2026*

## Job Description

**Required ASAP**

**Position:** Higher Level Teaching Assistant SEMH Provision

**Responsible to:** Headteacher, Deputy Headteacher & Assistant Headteacher

### Responsible for:

- Managing and delivering pastoral support, social, emotional and mental health and well-being and transition between year groups and phases
- Provide PPA and short-term cover
- Planning and delivering education assessments, programs and activities and updating and maintaining pupil records and tracking progress as directed by teaching staff
- Delivering interventions, as directed
- Delivering whole class and/ or small group teaching, as directed
- Supporting the delivery of the curriculum by leading targeted small group activities.

### General Duties

- To work in partnership with and under the guidance of the Inclusion team, Head Teacher, Deputy Head and Assistant Head teachers to develop, plan and deliver agreed programs and activities.
- To implement policy, procedures and practice, upholding high expectations and consistency of provision
- To provide specialist skills and knowledge at an advanced level, within the SEMH provision to support the teaching and learning of pupils with social, emotional and mental health needs.
- To have key responsibilities within the SEMH provision that will complement the work of the Teaching staff.
- To deliver the enriched curriculum, assessment, planning, recording of individual and group learning activities and resource development.
- Contribute to and participate in Maple Tree teamwork and development.
- To liaise with parents/ carers regarding progress and development of pupils within the SEMH provision.
- To ensure that the special educational needs of individual children are met within an inclusive environment that allows them access to the National Curriculum in accordance with the provisions of the Special Educational Needs Code of practice (2014) (SENDCoP) and Equality Act 2012.

### Support for Teaching and Learning

- Use specialist skills and training to work with, teach and support pupils, to access teaching and learning and activities within the provision.

- Carry out assessment and observation of pupils in the provision, to contribute to the overall assessment, reporting and monitoring of pupil performance and progress.
- Make a substantial contribution to Education Programs, monitoring and review.
- Use ICT to support learning activities and develop pupils' competence and independence in its use.
- Deliver therapy programmes as required.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information, as required.
- Liaise with external agencies, as required, implementing advice and recommendations.
- Implement agreed teaching programmes with individuals or small groups.
- Record pupil responses during lessons and therapy activities in accordance with Teaching staff and external agency's requirements.
- Collate data and evidence to undertake completion of appropriate record keeping.
- Support children and teachers with the integration into mainstream offer.
- Attend school CPD sessions, contributing to the wider development of the SEMH provision as part of the mainstream school.
- Lead on the teaching to a small group (overseen by Assistant Head teacher) to support the delivery of the SEMH provision's curriculum offer.
- To ensure teaching provision meets the social, emotional and mental health needs of the children.
- To support the spiritual, moral, social and emotional development of all children within the SEMH provision and the wider school.
- Provide advice and support to pupils relating to their health, hygiene, social, emotional and mental health and well-being, developmental needs, as appropriate.
- Establish positive relationships with pupils acting as a role model and setting high expectations.

### **Specific responsibilities:**

- Uphold the vision and values of Hawbush Primary School, by striving to live them out daily.
- To provide all learners with experiences which offer them the opportunity to make good progress, achieve well and reach their full potential.
- To hold high expectations and promote excellent standards of work and behaviour in and out of the provision and across the school.
- Maintain a safe and stimulating classroom environment where classroom resources can be accessed appropriately by all children.
- To work co-operatively with other members of staff and external agencies to ensure continuity and progression for children.

- To promote high standards of behaviour which encourage children to be both respectful and responsible members of the school community and enable an excellent learning climate within the classroom.
- To participate actively and professionally in school based in-service training and in professional development discussion at least annually.
- To keep abreast of current ideas and research and engage in INSET and professional development activities.
- To promote high standards of social, emotional and mental health provision, tailoring curriculum expectations to meet the complex needs of the children.
- To be aware of safeguarding responsibilities and report any concerns to the school's designated safeguarding lead.
- Participate in the school's timetable of duties relating to supervision of pupils in the playground.
- Present high standards of appearance at all times in keeping with the profession and display professionalism relating to punctuality and general behaviour.
- To build and maintain co-operative relationships with parents, and to communicate with them on their child's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Carry out other duties or responsibilities as directed from time to time by the Headteacher which could reasonably be constructed as being in the remit of the post.