



JOB DESCRIPTION – SEND Primary Higher Level Teaching Assistant

Job title	SEND Higher Level Teaching Assistant
Grade	Grade 4 (Points 23 - 31)
Responsible to	Principal and Senior Leadership Team
Responsible for	To implement the professional standards for Higher Level Teaching Assistants consistently through supporting and delivering learning to ensure all learners, especially those with high level SEND needs make excellent progress, through a rich, creative and innovative curriculum.
Effective from	September 2026

SUMMIT LEARNING TRUST Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence through Diversity

Role Purpose:

To work with senior/teaching colleagues to support the delivery of quality learning, teaching and assessment to help raise standards of achievement for all children in our enhanced provision

Main Duties and Responsibilities:

- To build and maintain positive and constructive working relationships with learners, families, multi-agencies, professionals and colleagues, to maximise learners' development and maintain the overall ethos and vision of the Academy.
- To assist in the planning and delivery of relevant strategies to increase the achievement of learners in our enhanced provision who have special educational needs and disabilities (SEND)
- To support with the monitoring, recording and reporting of learner progress to support with the attainment of all learners.
- To support learners within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all learners.
- To support in the delivery of learning, ensuring that high levels of behaviour and engagement are upheld.
- Assisting in the delivery and monitoring of educational health care plans (EHCP).
- To draw upon professional learning undertaken as the basis upon which to select, and plan effective strategies and interventions
- To contribute to learners reviews, including the gathering of appropriate views, data and reports
- To understand the range factors that can adversely affect a learners social, emotional and personal development and know how to appropriately intervene and escalate to external agencies
- To promote and support the personal care routines of learners

- To work in close collaboration with colleagues and parents/carers to support individual learners with their transition and re-integration.
- To use multi-sensory and therapeutic approaches to engage learners and develop their awareness of self and others
- To use the engagement model tool to develop and assess learners skills and knowledge (exploration, realisation, anticipation, persistence and initiation)
- To use pupil-centered approaches that focus on abilities rather than disabilities
- To create and maintain a safe, emotionally secure and purposeful indoor and outdoor learning environment
- To promote and foster language and communication
- Take a full and active part in the life of the academy including participation in working groups and appropriate INSET training.
- Accompanying teaching colleagues on visits, trips and out of school activities as required
- On occasion, lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual learners following support from the SEND teacher.
- At times cover the absence of the SEND teacher or other class teachers being responsible for the delivery of learning and ensuring high levels of behaviour and engagement are upheld
- Be a role model for others especially the SEND teaching assistant including supporting the induction, coaching and mentoring of teaching assistants

General Duties

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the academy health and safety policy.
- Work in accordance with all of the academy's and trusts policies and procedures.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	