

GOSFORD HILL SCHOOL



JOB DESCRIPTION

Post Title:	Higher Level Teaching Assistant
Accountable to:	Assistant Headteacher - SENCO
Line Managed by:	Assistant Headteacher - SENCO
Start Date:	1 st September 2026
Hours:	28 hrs/wk. 39 weeks Days and times to be discussed at interview 20 min unpaid lunch break
Salary:	LGPS Grade 8

JOB PURPOSE

- Increase learning outcomes for targeted students including SEND, PP/CWCF, EAL

OBJECTIVES

To be accountable for:

- Planning and delivering intervention programmes to support the teaching of student's
- Collaborating with teachers and other professionals to raise achievement, engagement
- Documenting evidence of progress and the impact on students

MAIN DUTIES

- Plan, deliver and monitor the impact of intervention programmes to individuals, small groups or, occasionally, whole classes to support the raising of achievement and engagement, using initiative to assess and evaluate children's needs and plan/adapt learning activities accordingly
- Document evidence of progress as requested by the SENCO
- Evaluate the effectiveness of interventions carried out
- Work with the Inclusion team to support and promote the progress of students across the curriculum

Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School’s health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of: N/A

Last updated: June 2026

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation