



JOB DESCRIPTION

JOB TITLE	Higher Level Teaching Assistant
DEPARTMENT	Inclusion and Learning Support
SECTION	Senior School
LINE MANAGER	Forest School SENCO

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The Forest Group of Schools includes Snaresbrook Prep, Forest Prep and Forest Senior and Sixth Form, with over 1500 pupils. The HLTA role is primarily based in the Senior School.

The HLTA will work closely with the Senior School SENCO to provide specific and direct support to both individuals and small groups of pupils so that they are learning most effectively at Forest. The successful candidate will regularly liaise with subject teachers and work with pupils who have an adapted curriculum.

KEY RESPONSIBILITIES:

- Lead and deliver curriculum support across all subjects for identified pupils on the Learning Support Register. This includes the planning and preparation of structured sessions and resources for pupils.
- Motivate pupils through high quality learning activities and high expectations.
- Provide in-class support for pupils, where appropriate.
- Complete observations of pupils with SEND.
- Monitor and evaluate the quality of pupil learning in lessons and provide pupils, teachers and the Learning Support Department with feedback that ensures each pupil is learning most effectively.

- Liaise with subject teachers, tutors and pastoral and academic leaders about subject and curriculum issues for identified pupils.
- Respond appropriately to referrals for a possible SEND from teachers, parents and pupils.
- Liaise with parents, teachers and specialist assessors in collecting and interpreting evidence for the above.
- Be fully appraised of the School's SEND policy and other related policies.
- Work closely with the Head of Learning Support and other members of the department to ensure that departmental policies are met, records and resources are kept and updated.
- Support pupils requiring Access Arrangements, for example by acting as a reader, a scribe or assisting with technology as required.
- Engage with ongoing professional development and training in areas relevant to the role.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

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- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time, permanent
Working Hours	Term time hours: 08:00 - 16:30, Monday – Friday.
Holiday Entitlement	Forest School holidays.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.

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