



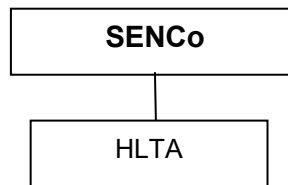
Job Description

Job Title: Higher Level Teaching Assistant (HLTA)

Grade: OAT Grade 6

Reports to (job title): Assistant Principal - SENCo

Organisation Chart:



Show immediate manager and any jobs reporting to this post.

DBS Check applicable? Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for: No. of direct reports: 0

No. of indirect reports: 0

Size of budget: Not applicable

- state whether *accountable* for (i.e. budget holder) or *accounting* for (e.g. monitoring)

Job Purpose:

To support teaching staff in the development and education of students, providing advanced-level specialist skills and knowledge across a range of disciplines to overcome barriers to learning.

To lead targeted intervention sessions to accelerate pupil progress in key subjects.

Main Duties and Responsibilities:

- Undertake specified work with individuals, groups and whole classes under the direction/supervision of a qualified teacher.
- Plan, prepare and deliver specified learning activities to individuals, groups and/or classes, modifying and adapting activities as necessary.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Support students with their sensory needs, emotional regulation and social communication skills.
- Monitor and contribute to the creation of Individualised Development Plans (e.g. learning plans), including participating in formal reviews.
- Establish and maintain strong working relationships with students, families and external agencies.
- Contribute to the collaborative planning and professional discussion within the wider teaching and support team.
- May supervise other Teaching Assistants or allocate day to day work to other staff where directed by the SENCo/Deputy SENCo.
- May provide short term cover supervision of classes.

Intervention

- Plan, prepare and deliver targeted group intervention sessions (typically for groups of up to 8-10 students) in curriculum subjects, over set periods, under the guidance of Curriculum Team Leaders, teaching staff and the SENCo/Deputy SENCo.
- Assess students' current working levels in core subjects prior to interventions using appropriate assessment tools and baseline measures to identify key students for intervention.
- Adapt learning materials and activities to address the identified gaps in knowledge or understanding, ensuring sessions are personalised to individual student needs.
- Continuously track and record pupil progress throughout the intervention period, providing evidence of measurable improvements. Conduct ongoing assessments of pupil attainment, identifying learning gaps.
- Maintain accurate records of intervention delivery, outcomes and next steps.
- Uses assessment data to inform future planning and share outcomes with relevant teaching staff and Curriculum Team Leaders.
- Collaborate with teaching staff to exchange observations and feedback on pupil progress, ensuring cohesive support for learners.

Resources

- Be responsible for preparing, organising and maintaining resources necessary for small intervention groups.
- Organise the learning environment and develop appropriate classroom resources as required.

Pastoral and Behaviour Support

- Support students' personal, emotional and social development, offering mentoring as required during intervention sessions.
- Uphold and apply Academy behaviour policies during all learning sessions, maintaining a positive and safe learning environment.
- To attend to students' personal needs which may include assisting with dressing, hygiene and eating whilst encouraging independence.

Exams, educational visits and other supervision

- May invigilate internal and external exams/tests.
- To assist in escorting students on educational visits where appropriate.
- To assist with break time supervision in The Hub including facilitating games and activities.

Systems, policies and procedures

- May contribute to the development of policies and procedures.
- Responsible for the careful and safe use of equipment.
- Responsible for the safety and wellbeing of pupils in the classroom.

Building professional relationships

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate, whilst always maintaining confidentiality.
- Support the role of parents/carers in students' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement.
- Liaise with external agencies where required.

Other

- Any other SEN tasks as directed by the SENCo/Deputy SENCo.

Flexibility Clause

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes.