

JOB DESCRIPTION

Job Title:	Teaching Assistant Level 4 (HLTA) with Assistant SENCo responsibilities
Grade:	Salary Points 18-23 £28,381-£30,568 Plus an allowance of £3,000 per annum for the Deputy SENCo role
	39 working weeks per year; 33.5 hours per week (8.30am-3.30pm – Wednesday’s finishing time is 4.30pm)
Start date:	September 2026
Reports to:	SENCo Extended Leadership

Purpose

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering individualised programmes of study for students who require extra support in KS3.
- Monitoring students and assessing, recording and reporting on their achievement, progress and development.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To maintain confidentiality in respect of student records and personal data in line with Data Protection Act.

Support for the Students

- Assess the needs of students and use detailed knowledge and specialist skills to support students’ learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Support the development and implementation of IEPs.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs. Encouraging students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

Support for the Teachers

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively promoting self-control and independence.
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Administer and assess/mark tests.
- Produce lesson plans, worksheets, plans etc (e.g. pen portrait).

Support for the Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.

Assistant SENCo

Supporting SEND Provision

- Assist in the identification and assessment of pupils with SEND
- Help maintain and update the SEND register
- Support the creation and review of EHCPs and SEN Support Plans
- Monitor the quality and impact of interventions
- Coordinate and maintain the timetable for Learning Coaches, ensuring effective and responsive deployment aligned with student needs and SEND provision

Cover supervision

- Record student attendance for each covered lesson.
- Conduct learning activities for students as planned by the teacher.

Supervise students during their learning activities.

- Strive to meet the learning objectives set by the teacher.
- Follow the Whitefield School Teaching and Learning policy and Disruption Free Learning to foster student engagement and exemplary behaviour.
- Serve as a role model and maintain high standards of conduct to ensure good behaviour.

- Collect and either store or pass on completed student work to the appropriate teacher.

Promotion of School

- To contribute to Academy Special Events as and when required.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders.
- To be aware of and comply with the codes of conduct, regulations and policies of the Academy and its commitment to equal opportunities and to act in a courteous way at all times in communications with both colleagues and other stakeholders.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed and the Post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

PERSON SPECIFICATION

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Start date:	September 2026
Reports to:	Director of Learning for department

Qualifications	
Essential	Desirable
<ol style="list-style-type: none"> 1. Meet Higher Level Teaching Assistant standards or equivalent qualification or experience 2. Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths 	<ol style="list-style-type: none"> 1. ITQ Level 2 qualification or equivalent 2. NVQ 2 for Teaching Assistants or equivalent
Experience	
<ol style="list-style-type: none"> 3. Experience of working with children between the ages of 11 – 18 4. Experience of using ICT to support learning 5. General understanding of national/foundation stage curriculum and other basic learning strategies 	<ol style="list-style-type: none"> 3. Significant experience of a similar role in a secondary school 4. Training in learning strategies for literacy and numeracy
Knowledge/Skills (Ability to)	
<ol style="list-style-type: none"> 6. Ability to remain calm under pressure 7. Excellent listening skills 8. Excellent organizational skills 9. Ability to demonstrate a good level of oral and written communication skills, with strong attention to detail 	<ol style="list-style-type: none"> 13. Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people

<p>10. Understanding of child development and learning</p> <p>11. Work as part of a team and understand your classroom roles and responsibilities</p> <p>12. Willingness to learn and develop new skills</p>	
<p>Personal / Other Relevant Attributes</p>	
<p>Essential</p>	<p>Desirable</p>
<p>14. Commitment to the provision and improvement of quality service provision</p> <p>15. Set consistently high expectations of self and others</p> <p>16. Self motivated</p> <p>17. Ability to build on the experience, advice and contributions of others</p> <p>18. A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.</p> <p>19. Resilient and determined to achieve goals and targets set by Senior Leadership</p> <p>20. Commitment to the highest standards of child protection</p>	<p>5. Driver's License and or access to a vehicle for work purposes</p>

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.