



HIGHER LEVEL TEACHING ASSISTANT (SEN) (TL013)

JOB PURPOSE
<p>To work with teachers as part of a professional team to organise and support teaching and learning activities for SEN pupils, including classes. The Primary focus is to work with individuals and groups delivering specified work under the direction and supervision of a qualified teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also plans, organises and undertake other related duties to fully support and underpin learning, personal and social development.</p>
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate with agreed systems of supervision• Develop and implement individual ECHP's for pupils including attendance at, and contribution to, reviews• Deliver specified work to individuals, small groups and whole classes, modifying and adapting activities as necessary• Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional• Provide specialist support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties• Monitor pupil conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning• Monitor, assess, record and report on development, progress and attainment developing required interventions to ensure effective progress of pupils, drawing any problems which cannot be resolved to the attention of the teacher• Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of pupils• Support the role of parents/carers in pupils' learning and contribute to or lead meetings/workshops with parents/carers to provide constructive feedback on pupil progress/achievement• Work with pupils not working to normal timetable; establish and maintain relationships with families/carers, educational professional e.g., speech therapist• Manage the induction of pupils into specialist units. Classes or schools for pupils with special education needs• Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment.• Assist pupils with personal needs such as toileting, hygiene and eating to ensure that pupils are supported, and their needs are met. This may also include administering medication or working with pupils on a therapy care problem using an agreed plan and following training under the direction of a healthcare practitioner• Support the work of and contribute to the development of other classroom support staff including provision of mentoring and training as appropriate

- Update pupil records to ensure records are filed accurately and to support other members of staff
- Carry out basic clerical tasks to support the teacher, e.g., photocopying, laminating
- Contribute to the design and be responsible for the preparation of classroom displays
- Accompanies other staff on school visits and in other activities outside of the classroom and has responsibility for specific pupils or small groups as directed by the teacher.

Safeguarding Statement

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.

Equality and Diversity

CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The Postholder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement:

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration
I accept this job description.

Print Name:	
Signature:	
Date:	