



HLTA – Job Description

POST TITLE: HIGHER LEVEL TEACHING ASSISTANT – SEND Inclusion Base Provision Lead

GRADE: Band C

RESPONSIBLE FOR: Specified Teaching Assistants

REPORTING TO: SENCO / SEND teacher

PURPOSE OF THE JOB

To work under the guidance of the SENCO and SEN Teacher class teachers to deliver teaching and learning opportunities that raise standards of achievement of the pupils in their group. The HLTA will do so by utilising advanced levels of knowledge and skills to plan for, monitor and assess pupils. The HLTA will encourage the children to be independent learners and will provide for the social, emotional and mental health needs of individuals/groups, through a holistic group approach.

Key Responsibilities

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and Trust policies and strategies for pupils

To work collaboratively with the SEN teacher, teaching staff and assist teachers in the whole planning cycle and the management/ preparation of resources for students

- Plan and prepare lessons with the SEN teacher/teachers, participating in stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with Trust policies and procedures

MAIN DUTIES

Teaching and Learning

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of the SENCO/ SEND teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the SENCO, SEND teacher and class teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the SENCO, SEND teacher and the class teacher.



- Plan, deliver and evaluate specialist learning activities, writing reports and records as required.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support pupils in social and emotional wellbeing across the school.
- Establish and maintain relationships with families, carers and other adults, e.g. outside agencies where appropriate.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources in the Inclusion Base.
- Escort and supervise Inclusion Base pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.
- Prepare and present displays in the Inclusion Base.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Be involved in planning, organising and implementing individual development plans for pupils (such as individual educational plans) including attendance at, and contribution to reviews.
- Work with pupils not working to the normal timetable and deliver a range of interventions tailored to their needs
- To assess pupils using identified systems to inform staff of the wellbeing and development of the pupils.
- To be familiar with the school ethos of inclusion and behaviour approach and to be able to use de-escalation strategies effectively.
- Provide support for the class teacher and colleagues in the positive handling (as a last resort) of pupils to ensure pupils' wellbeing, health and safety is maintained.

Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Look to plan activities which close the gaps or extend/challenge pupils
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings, which are usually held outside school hours.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- Participate in staff meetings and training days/events as requested



Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement schools safeguarding and child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, personal care, dressing, caring for sick, injured or distressed children.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- Implement all school policies relating to behaviour and safeguarding
- Demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.

Other

- Any other duties required by the SENCO, SEND Teacher, phase leader, assistant headteacher, or the head of school, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.