

Job Description Higher Level Teaching Assistant (HLTA)

Post Title:	Higher Level Teaching Assistant (HLTA)
Purpose:	To support teaching and learning for students with Special Educational Needs To support the SENDCo in the planning, delivery and evaluation of high quality personalised intervention.
Reporting to:	SENDCo
Liaising with:	SENDCo and SEND department, other staff, pupils, external agencies
Working Time:	19.5 hours per week during term-time (including Inset days). There is some flexibility around how the working hours are organised.
Salary/Grade:	NJC Point 13: £9,493 per annum (£11.73 per hour)
Disclosure level	Enhanced

MAIN DUTIES & RESPONSIBILITIES

Operational	<ul style="list-style-type: none"> • Plan and lead intervention sessions with small groups of students (including Functional Skills) • Line management of up to 3 Learning Support Assistants • Establish relationships with other professionals or agencies to support the work of students • Work with the SENDCo to identify students requiring intervention and to match students to appropriate provision • Track the progress of students taking part in intervention sessions • Work with the SENDCo to contribute to the development of the department and the school • Encourage students to complete their work • Support specific children with special needs within the mainstream classroom • Be conversant with the spectrum of Special Educational Needs • Consult with teachers regarding the content of lessons and students' particular needs • Encourage students with behaviour issues to interact with others in a more socially acceptable manner • Keep a log of specific work when required • Join the rota for supervision of vulnerable students during non-structured parts of the day (ie. break, lunch, before school etc) • Assist with developing and updating resources for pupils for lessons • Provide administrative support to the SENDCo and undertake administrative duties relating to SEND as required • Undertake other departmental tasks in support of Special Educational Needs as required
Additional Duties	<ul style="list-style-type: none"> • Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility. • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • Promote actively the school's corporate policies • Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days. • Undertake other responsibilities as determined by the Headteacher, following consultation

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.