JOB DESCRIPTION

JOB TITLE:	**HIGHER LEVEL TEACHING ASSISTANT (HLTA)**
PROVISIONAL GRADE:	**Graveney Pay 5/6 [Spine points 12-20]**
RESPONSIBLE TO AND RECEIVES INSTRUCTIONS FROM:	**SENDCO/DHT EDI/Class and SEND Teacher**
RESPONSIBLE FOR:	**Teaching Assistants working within a specified specialist strand**
LINE MANAGER:	**SENDCO**
PURPOSE OF JOB:	**To plan, prepare, deliver, assess, report and mark learning activities for individuals and groups [under an agreed system of supervision]** **To provide in class support for pupils with Special Needs to enable them to access the curriculum** **To assess, plan, do, review** **To support pupils with SEND in preparation for adulthood.** **To be responsible for the management and development of a specialist area within the SEN department (ASD, HI, VI or EAL)**

MAIN RESPONSIBILITIES:

1. SUPPORTING THE PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement ISPs for identified pupils
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognizing and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognize and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Key working for individual pupils and their families

2. SUPPORTING THE TEACHER

- Organise and manage appropriate learning environment and resources

- Use teaching and learning objectives to plan challenging individualized objectives for specific pupils in the class and evaluate and adjust lesson resources and work plans for them as appropriate within agreed systems of supervision
- Monitor and evaluate pupil 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 pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for recording progress and achievement in lessons and activities systematically and providing evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behavior constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contributing to and leading meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Implement access arrangements and invigilate exams and tests
- Produce lesson plans, worksheets etc. as required (eg for interventions)

3. SUPPORTING THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher and SENDCo to support achievement and progress of pupils
- Take the initiative to develop appropriate multi-agency approaches to supporting pupils
- Act as keyworker for a group of pupils with SEN
- Recognise own strengths and areas of expertise and use these to advise and support others
- Consolidate and extend work carried out in class
- To follow policies and procedures relating to child protection, health and safety, reporting all concerns to the appropriate person
- Assisting the SENCO with arrangements for monitoring TA record keeping

Other duties that are commensurate with the role may be allocated by the line manager or a member of SLT as appropriate.

Safeguarding Children

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.

- To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

Person Specification

Experience: Substantial successful experience of working with secondary age children with special needs in an educational setting

Qualifications: A first degree or other accredited HLTA qualification

English and Maths GCSE or equivalent

Knowledge and Skills:

Excellent numeracy and literacy skills

Specialist skills or training in a particular area of SEN

Competent user of ICT to support learning

Knowledge and experience of implementing national curriculum and other relevant learning programmes

Good understanding of child development and learning processes

Understanding of the statutory frameworks relating to teaching

Ability to organize, lead and motivate a team

Commitment to ongoing professional development

Ability to develop equal opportunities and inclusion for all students

Ability to work constructively as part of a team, understanding classroom roles and responsibilities

Ability to provide advice and guidance on an area of specialism to others, some of whom will be in a position of seniority, with tact, professionalism and credibility