**JOB DESCRIPTION**

**Lillington Nursery & Primary School**

**Job Title** Assistant SENDCO/Higher Level Teaching Assistant

**Grade** Grade 4

**Job Purpose**

In the Higher-Level Teaching Assistant (HLTA) role, it is to provide support within both our mainstream and specialist resource provisions and could involve supervision during PPA/leadership time of teaching staff within Lillington Nursery & Primary School.

The role involves supporting classroom teachers across the school with the development of education processes and by providing care and supervision of students, including those who have special physical, emotional and educational needs, and those whose home language is not English. This role will also involve monitoring pupils and assessing, recording and reporting on pupils’ achievement, progress and development.

**Duties and Responsibilities**

* To advance pupils’ learning in both the specialist provision setting as well as the mainstream body of the school, including working with individuals and small groups.
* To support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities. This involves undertaking specified work involving planning, preparing and delivering learning activities to individual pupils/groups and monitoring, assessing, recording and reporting on pupil development, progress and attainment.
* To be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher assigned to the class or group. He/she will operate with a high level of delegated authority under an agreed system of supervision from SLT.
* Assist teachers in the development and implementation of Personalised Learning Plans/Behaviour Plans and Personal Care Programmes for individuals and groups of students.
* Support with preparing or modifying work for individuals or group of students as directed.
* Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
* Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate.
* Promote student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
* Deliver learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
* Lead on a school activity linked to the specific needs of the learner e.g. Forest School.
* A desire to develop and enhance CPD across the school.
* Lead and support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists. In liaising with other professional staff and reporting information from/to parents/carers, therefore contributing to meetings to discuss a specific student's progress as appropriate.
* Support the use of ICT in learning activities (where appropriate) and develop students' competence and independence in its use.
* Provide support to the classroom teacher by assisting with the administration of baseline tests, supporting volunteer helpers in the classroom, undertaking photocopying, filing, recording and collecting monies as directed.
* Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of students which may include assistance with personal hygiene, assisting with injuries and the general monitoring of student’s general health and welfare.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Assist with group activities within and away from the classroom/school, such as PE, educational visits, relevant internal and external meetings.
* Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)