**Position:** SEND HLTA

**School:** Barnton Community Nursery and Primary School

**Responsible to:** Head of School

**Purpose of this role**

To undertake a specialist role working collaboratively with senior leaders and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide experiences and supervision for children in our Resource Provision for children with communication and interaction needs to ensure they receive an exceptional experience. The role will involve teaching, planning, preparation and assessment.

**Main duties and responsibilities**

1. Undertake a HLTA role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the needs of the children and ensuring they make progress from their starting points.
2. Using the curriculum and with support from the Inclusion Manager, prepare, plan and implement group and whole class learning activities and intervention programmes, working alongside and in conjunction with other professionals and support staff.
3. Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt / deal with situations arising in accordance with school policies and procedures.
4. Evaluate pupils’ responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
5. Analyse, monitor and track individual progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the individual EHCPs for pupils.
6. Access, maintain and update a range of pupil and school records to facilitate assessment of pupils’ progress.
7. Ensure that pupils’ health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
8. Supervise attendance to the pupils’ personal, social and physical needs by other school staff so that pupils’ wellbeing is maintained.
9. Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use
10. Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils’ wellbeing
11. Attend staff and other meetings and participate in staff training development work and staff reviews as required.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

**Person specification**

| **Criteria** | **Essential (E) or Desirable (D)** |
| --- | --- |
| **Qualifications and Experience**  Relevant Child Care qualification (or equivalent), or working towards this  Relevant HLTA qualification or degree  Experience of working with or caring for children with SEND  Experience of undertaking classroom tasks | **E**  **D**  **E**  **E** |
| **Knowledge and Skills**  Ability to work as part of a team  Ability to manage resources  Good communication skills (oral and written)  Good numeracy and literacy skills  Ability to maintain confidentiality  Basic knowledge of First Aid  Paediatric First Aid  Ability to make effective use of ICT (e.g. Word,  Excel)  Flexible attitude to work  Knowledge of safeguarding requirements | **E**  **E**  **E**  **E**  **E**  **D**  **D**  **E**  **E**  **E** |
| **Personal Qualities**  A drive and ability to provide clear direction to pupils, and enthuse and motivate them  Ability to demonstrate a commitment to do everything possible for each pupil, and enable all pupils to be successful, supporting them in their learning and helping them to become confident and independent learners  Demonstrable energy for setting and meeting challenging targets, for pupils and the school  An ability and willingness to adapt to the needs of a situation and change tactics  An ability to work with others to achieve shared goals | **E**  **E**  **E**  **E**  **E** |