



JOB DESCRIPTION - Higher Level Teaching Assistant

Job title	HLTA
Salary	Grade 4, Point 23-31
Responsible to	SEND Coordinator
Responsible for	To implement the professional standards for Higher Level Teaching Assistants consistently when supporting and delivering learning to ensure all students make excellent progress, through a rich, creative and innovative curriculum.
Effective from	September 2023

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

General responsibilities and duties:

- To ensure that all policies implemented by the school are actively upheld and promoted at all times
- Attending and contributing to multi-agency meetings for high focused students with SEND
- Using a range of assessment and screening tools to both identify deficits in students cognitive and language skills and evaluate the impact of interventions delivered (by self and others)
- Planning, delivering and evaluating a range of evidence based literacy, numeracy, language and social skills programmes
- Organising and maintaining student progress records in support of the graduated approach
- Working with colleagues and outside agency professionals to ensure strategies and approaches are adopted within the classroom
- Carrying out classroom observations and gaining teacher, student views
- Producing scaffolding resources to aid the learning of students when in mainstream lessons
- To work in close collaboration with the Inclusion Team, under the direction of the SENDCO and following the guidance from outside agency professionals
- Be able to effectively and efficiently manage caseloads and intervention programmes
- To support in reviewing and updating students Educational Health and Care plans and Student Support Provision Plans.

Specific Duties:

- To support the needs of the students and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical support for class based tasks.
- Create and maintain a purposeful, orderly and supportive environment
- Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
- Support teaching staff and students on school trips as required, by taking responsibility for students and adhering to the relevant school policies and documentation.
- Support the SENDCo in writing, reviewing and updating Educational Health and Care plans and Student Support Provision Plans.

Fulfil wider professional responsibilities:

- Make a positive contribution to the wider life of the school
- Develop effective and constructive professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Attend meetings as requested

Personal and Professional Conduct:

- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure to secure their own professional development.
- When appropriate, and as directed by the Senior Leadership Team, lead, advise and contribute to team development activities, by coaching and mentoring less experienced colleagues to support the achievement of individuals and the school priorities.

General duties:

- To undertake appropriate professional development including adhering to the principle of performance management.
- Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the school's policies and procedures.
- Support the aims and ethos of the school.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of keeping children safe in Education - safeguarding children

Notes

- Adhere to all School/Trust policies and procedures.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
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Copy received by:	
Date:	