HEAD TEACHER – REBECCA SMALE
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JOB DESCRIPTION
Higher Level Teaching Assistant

Key Purpose
To support the learning and development of Year 7 pupils with special educational needs (SEN), promoting independence, inclusion, and achievement. The HLTA will work collaboratively with teaching staff to plan, deliver, and assess learning activities, and may lead whole-class sessions.

Key Responsibilities
Teaching and Learning

- Plan and deliver small group and whole-class learning activities under the guidance of the class teacher.
- Use multi-sensory and differentiated strategies to meet the diverse needs of pupils with SEN.
- Support pupils in developing independence, self-esteem, and social skills.
- Monitor and assess pupil progress, providing feedback to teachers and contributing to Education and Behaviour Plans.
- Deliver targeted interventions in literacy, numeracy, and social communication to small groups of learners
- Record academic data through B-Squared

Classroom and Behaviour Management

- Manage pupil behaviour in line with school policies, promoting a positive and inclusive learning environment.
- Support pupils during transitions, break times, and educational visits.
- Maintain a safe and stimulating learning environment, including preparation and organisation of resources.

Pastoral and Wellbeing Support

- Support pupils with personal, social, and emotional needs, including attendance at multi-agency meetings (e.g., TAFs).
- Contribute to pupil passports to learning and evisense
- Record incidents, external communications, safeguarding concerns on CPOMS

Administrative and Professional Duties

- Maintain accurate records of pupil progress and interventions.
- Liaise with parents, carers, and external professionals to support pupil development.
- Attend staff meetings, training sessions, and contribute to school development initiatives.

Essential Skills and Qualifications:

- HLTA status or equivalent qualification.
- Minimum 3 years' experience working with children with SEN, ideally in a secondary or special school setting.
- Strong understanding of child development, SEN strategies, and safeguarding procedures.
- Ability to lead learning activities and manage behaviour effectively.
- Excellent communication and teamwork skills.
- English Language and Maths at GCSE Grade 4 or above