**JOB DESCRIPTION - Higher Learning Teaching Assistant:**

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| Job title | **HLTA to support high-needs learners in our Acorn Room** |
| Grade | **Grade 4** |
| Responsible to | **Principal /Senior Leadership Team** |
| Responsible for | **To implement the professional standards for Higher Level Teaching Assistants consistently when supporting and delivering learning to ensure all pupils make excellent progress, through a rich, creative and innovative curriculum.** |
| Effective from | **September 2024** |

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| **SUMMIT LEARNING TRUST Mission Statement**  Strength through diversity  Ambition through challenge  Excellence through curiosity |

**General responsibilities and duties:**

* To ensure that all policies implemented by the school are actively upheld and promoted at all times.
* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement of pupils in our Acorn Room who have with special educational needs and disabilities (SEND)
* To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils’ development and maintain the overall ethos and vision of the school.
* To provide feedback to the Inclusion Team, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
* Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
* To take a lead role alongside the SENDCo with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils.
* Lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.
* Be responsible for the delivery of learning, ensuring that high levels of behaviour and engagement are upheld.
* To draw upon professional learning undertaken as the basis upon which to select, and plan effective strategies and interventions
* To resource, deliver and evaluate high-quality evidence-based interventions which develop the early communication, literacy and numeracy skills of pupils with complex special educational needs
* To use a range of summative and formative assessment tools to accurately assess and monitor pupil progress
* To have a systematic approach to organising pupil information in support of the graduated response
* To contribute to pupil reviews, including the gathering of appropriate views, data and reports
* To understand the range factors that can adversely affect a pupils social, emotional and personal development and know how to appropriately intervene and escalate to external agencies
* To promote and support the personal care routines of pupils
* To effectively implement advice, strategies and well-structured support recommended by external agencies
* To work in close collaboration with colleagues and parents/carers to support individual pupils with their transition and re-integration.

**Specific Duties:**

* To support the needs of the pupils and curriculum, 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 and assist with displays of the pupil’s learning.
* To monitor resource levels and contribute to the resource ordering process, ensuring that there is minimal waste and to maximise the effectiveness of financial resources to assure the requirements of the curriculum can be met in a timely manner.
* 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 pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school polices and documentation.

**Fulfil wider professional responsibilities:**

* make a positive contribution to the wider life and ethos 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**

* 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.

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