


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	May 2022	
Date reviewed		
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at ARA.</p> <p>It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title		Higher Level Teaching Assistant (HLTA) – Sensory and Physical Needs
Location/work base		Access and Inclusion area
Grade		HLTA scale
Reporting to:		The Board of Trustees through the Principal & CEO
Line Manager		Vice Principal through the Deputy SENCo
Posts directly supervised:		CLASS Workers, 1:1 CLASS Workers (and temporary staff) within S & PN area
Posts indirectly supervised:		Other CLASS Workers External e.g. Therapists
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>Purpose:</p> <p>To help ensure that pupils with special educational needs are actively involved in every lesson and benefit from learning alongside their peers with a specific focus on the identification of pupils with physical and sensory difficulties and overseeing SEN support for students with:</p> <ul style="list-style-type: none"> • Sensory Processing Difficulties • Visual Impairment • Hearing Impairment • Physical disability • Medical conditions <p>Planning and Tracking SEN interventions including-</p> <ul style="list-style-type: none"> • Occupational Therapy Programmes • Handwriting programmes • Physio programmes <p>The role also line manages specific staff working within the P & I area and can be directed to cover classes when necessary.</p> <p>Targets:</p> <p>To be agreed upon appointment and updated as part of annual cycle of Performance Management and review.</p>		

SPECIFIC DUTIES AND RESPONSIBILITIES

Key Areas of Responsibility:

Physical and Sensory difficulties

- Identification of pupils with above needs
- Liaison with therapists
- Liaison with SaFE Workers, Behaviour Team, School Counsellor, Associate Principal – SENCo, parents/carers
- Attend key meetings for referred pupils
- Attend and contribute to key meetings
- Write and review SEN plans
- Organisation of programme of intervention for identified pupils
- Delivering programmes of interventions for individuals and groups (wave 2+3)
- Providing strategies, advice, support and co-working opportunities to staff to promote and support language development and communication rich environment
- Attend annual reviews for identified pupils
- Training of staff working with pupils with SEND

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the Principal & CEO, Vice Principal, Assistant Principals, Access and Inclusion, and class teachers
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Work with teachers to identify individual pupil needs and assist class teachers with maintaining pupil records
- Support pupils with emotional or behavioural problems and help develop their social skills
- Take cover classes when necessary

Administrative duties

- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Principal & CEO requires

Standards and quality assurance

- To work alongside the 'Named Person for Access Arrangements' to gain a thorough understanding of all that is involved in this role and the processes and procedures necessary to successfully support Access Arrangements
- Encourage and support the provision of enrichment activities, including the Academy specialism of Enterprise
- Support the aims and ethos of the Academy
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the Principal & CEO as falling within the role of HLTA
- Be proactive in matters relating to health and safety

Other duties and responsibilities

- Deliver sessions/programmes with pupils e.g. during PSHE lessons
- Work in the Learning Support Base or Year Base with a group of low attaining pupils to develop their literacy and numeracy skills
- Support the transition of identified Year 6 pupils
- Support the Performance Management process of specific CLASS Worker's within the team according to ARA policy
- Delivery of the CPD programme for CLASS Workers
- Run an after school intervention or club each week
- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place
- Any other reasonable ad hoc works, administration or services required

In addition each HLTA is required to carry out the duties and responsibilities of a CLASS Worker.