



Wright Robinson College

Headteacher: Martin Haworth

Higher-Level Teaching Assistant (HLTA): Job Description

JOB TITLE

HLTA

SCALE/SALARY

**Grade 5 SCP 13-19 £24,948 - £27,852 FTE (Actual salary term-time only £20,908 - £23,342)
Full Time. Permanent. Term time only**

RESPONSIBLE TO:

SENDCo

JOB PURPOSE

To support the SENDCO in coordinating the daily timetable for the Learning Support Assistants. To support the SENDCO in coordinating and curating the intervention timetable. To carry out a range of interventions and collate data for the SENDCo. To support SEND students with a range of need in class and during interventions. To support the SENDCO with administrative tasks including supporting with resources for SEND students.

Duties and Responsibilities

1. To oversee the team of Learning Support Assistants (LSAs) and coordinate daily timetabling – including updating this timetable in case of staff absence.
2. To support the SENDCO with the creation of intervention timetables for SEND and EHCP students.
3. To implement and lead on different interventions to support a broad range of SEND needs.
4. To collate data for the SENDCO to ensure progress can be monitored and tracked for EHCP and SEND students.
5. To support EHCP and SEND students directly in class as and when need requires.
6. Supervise and provide specific support for SEND students in and outside of the classroom, ensuring their safety and access to learning activities.
7. Liaise with staff to support the planning of LSA provision across subjects and for the team of LSAs.
8. To support the literacy and numeracy development of SEND students
9. To feedback to key post holders on provision and interventions offered to SEND students.
10. To report back to the SENDCO about Quality First Teaching provision offered across college and suggest appropriate support where appropriate.
11. To offer advice and guidance to teachers about SEND and EHCP students in discussion with the SENDCO.
12. Contribute to maintaining student records, information and data and assisting the SENDCO in developing and maintaining student passports.
13. To support systems which document and monitor one to ones with SEND students.
14. To ensure information, reports and feedback about SEND students are organised and filed appropriately.

15. To contribute to the general administration of the SEND department under the direction of the SENDCO.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

