



REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Higher Level Teaching Assistant (HLTA)
HOURS:	8.30am – 4.30pm Monday – Thursday and 8.30am – 4.00pm - Friday
SALARY RANGE:	Level 4A (Point 11 – 14)
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	SENDCO
JOB PURPOSE:	To improve outcomes for SEND students and to ensure the specific learning and statutory needs of SEND students are met.

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide in class support for SEND students.
2. Cover lessons as required for absent teachers.
3. Plan, prepare and deliver assigned programmes of teaching and learning activities under the overall direction and supervision of a teacher to individuals, small groups and/or classes modifying and adapting activities as necessary.
4. Assess, record and report on development, progress and attainment as required.
5. Take responsibility for groups of students with EHCPs. Run all associated EHCP review meetings; manage all liaison with external agencies and parent/carers and paperwork.
6. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
7. Develop knowledge of a specific area of SEND in order to deliver training for teachers to support students with SEND.
8. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
9. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
10. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
11. Be familiar with the Special Educational Needs (SEND) Code of Practice and support pupils accordingly.
12. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.

13. Establish productive working relationships with pupils, acting as a role model and setting high expectations, supporting them consistently while recognising and responding to their individual needs.
14. Follow the school behaviour policy and manage behaviour constructively, promoting self-control and independence.
15. Support the smooth running of the school through a flexible approach to covering teacher sickness.
16. Maintain high standards in your own attendance and punctuality.
17. Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the student and follow the guidelines set out in "Keeping Children Safe in Education".

OTHER DUTIES AND RESPONSIBILITIES

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to 'Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.