

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Higher Level Teaching Assistant- Secondary** | **Grade** | **Scale LBR5 - £19,202 pro rata** |
| **Reports to** | **Secondary SENDCo** | | |
| **Responsible for** | **N/A** | | |
| **Purpose of job** | | | |
| * To work collaboratively with the work of the Pupil Support Department and wider school staff by contributing to the progress and well-being of all students but with special focus on those with SEND * To contribute to the planning, preparing and delivery of agreed programmes and interventions to individuals or small groups of students in a designated area of SEND (Speech Language and Communication Needs **or** Social Emotional and Mental Health Needs **or** Numeracy). * To take a proactive role in guiding and supporting the Learning Support Assistant team, ensuring that they are secure and focussed in their roles. | | | |
| **Main duties and responsibilities** | | | |
| **Duties include:**  **Teaching and Learning**   * Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND) * Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities * Use effective behaviour management strategies consistently in line with the school’s policy and procedures * Use your area of expertise to plan, assess and deliver learning activities and programmes to individuals or small groups to meet the needs of students with SEND across Key Stages 3, 4 and 5. * Direct the work, where relevant, of other adults in supporting learning * Act as a key worker for specified students * To give regular feedback to subject staff and SENDCo regarding individual student progress * To contribute to progress review meetings for student reviews * To assist with the administration and invigilation of exams as required; sometimes supporting as a reader or scribe * To act as a guide/ mentor for LSAs by being involved in inductions and training * Provide advice and support for non-specialist colleagues on effective strategies and approaches to assist students who have SEND * To maintain a safe, positive learning environment   **In relation to students who have a physical disability:**   * To assist students with their physical needs when appropriate. This will include toileting, feeding, assisting the physiotherapist as required and manual handling where appropriate * To assist with individual P.E. programmes and to help with changing when necessary * To accompany students on school trips. Occasionally we need volunteers to accompany students on residential trips or trips that extend beyond the normal school day * Assist with the administration and invigilation of exams as required; sometimes supporting as a reader or a scribe   **Working with colleagues and other relevant professionals**   * Communicate effectively with other staff members, students and with parents and carers under the direction of the SENDCo * Communicate knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision * Keep other professionals accurately informed of performance and progress or concerns about the students you work with * Understand your role in order to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers   **Whole- school organisation, strategy and development**   * Contribute to the development, implementation and evaluation of the department and school’s policies, practices and procedures, so as to support the school’s values and vision * Make a positive contribution to the wider life and ethos of the school   **Professional Development**   * Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness * To take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school * Take part in the school’s appraisal procedures   **Personal and professional conduct**   * Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality * Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community * Respect individual differences and cultural diversity | | | |
| **General** | | | |
| * Attend and participate in relevant meetings, training and other learning activities * Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * To support the overall ethos, work and aims of the school * To demonstrate an understanding of and commitment to equal opportunities and diversity * Be responsible for own health and safety as well as that of colleagues, children and the public | | | |
| Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder’s contract of employment | | | |