



## Job Description

### Higher Level Teaching Assistant - SEND Informal Enhanced Provision



<b>Reports to</b>	Assistant Headteacher for Inclusion and SENCo
<b>Job Grade</b>	Scale 6
<b>Hours</b>	36 hours a week (term time only + INSET days: 39 weeks)
<b>Job Purpose</b>	<p>Under the supervision of the SENCo, take the responsibility to lead in the day-to-day running of the newly established SEND Informal Enhanced Provision, from September 2026, working with and line managing a small number of LSAs.</p> <p>Planning, preparing and delivering learning activities for individuals and groups within the Informal Enhanced Provision.</p> <p>Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development as agreed with the SENCo and relevant class teachers</p> <p>Work in collaboration with the SENCo and class teachers to manage and develop provision and individualised curriculums for pupils.</p>
<b>Line Management</b>	The HLTA will take responsibility to line manage the Learning Support Assistants who will support the HLTA deliver teaching and support for pupils in the Informal Enhanced Provision.
<b>Key Responsibilities:</b>	
<b>Support for Pupils</b>	<ol style="list-style-type: none"> <li>a) As agreed with the SENCo and class teacher, take responsibility for delivering planned curriculum activities in the Informal Enhanced Provision.</li> <li>b) Under the supervision of the SENCo, take the lead in the planning, preparation and feedback to pupils as appropriate.</li> <li>c) Provide specialist and appropriate learning support to children with complex needs. These needs are often co-occurring needs related to Autism, Speech, Language and Communication Needs and Social, Emotional and Mental Health Needs.</li> <li>d) Monitor, assess and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against predetermined learning objectives.</li> <li>e) Establish and maintain supportive relationships with individual children, groups and with parents/carers.</li> <li>f) Liaise with specialist services on behalf of individual children, e.g. educational psychologists, speech therapists, by agreement with the SENCo.</li> <li>g) Provide guidance to other teaching assistants on promoting inclusion in the classroom, ensuring all pupils are involved with tasks and activities.</li> <li>h) Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>i) Support pupils consistently while recognising and responding to their individual needs.</li> <li>j) Promote independence and employ strategies to recognise and reward achievement of self-reliance where appropriate.</li> <li>k) Promote and safeguard the welfare of children and young people within the school, raising any concerns in accordance with the school Safeguarding Policy and Procedures.</li> </ol>

<p><b>Support for Teachers</b></p>	<ul style="list-style-type: none"> <li>a) Within an agreed system of supervision with the SENCo and class teachers, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.</li> <li>b) Produce learning activities and tasks in line with the agreed learning objectives for pupils</li> <li>c) Work with the SENCo to ensure that the planning of learning and support is in line with provision outlined in individual pupil's Education Health Care Plans (EHCPs) or Personalised Learning Plans (PLPs)</li> <li>d) Support the SENCo and class teacher in attending pupils' annual review meetings where appropriate.</li> <li>e) Support the SENCo, senior leaders and class teachers in managing behaviour in accordance with the school's behaviour policy.</li> <li>f) Record progress and achievement in lessons/activities systematically and be able to articulate and/or provide evidence of range and level of progress and attainment.</li> <li>g) Supporting the role of parents in pupils' learning and liaise and/or meet with parents as appropriate.</li> </ul>
<p><b>Support for the Curriculum</b></p>	<ul style="list-style-type: none"> <li>a) Make a significant contribution to SEND provision in the school, in conjunction with the SENCo</li> <li>b) Support the school's ambitious curriculum, providing support for pupils accessing the Informal Enhanced Provision as agreed.</li> <li>c) Support other teaching assistants to develop the appropriate skills and knowledge to deliver the curriculum.</li> <li>d) Organise and manage the learning environment and resources in the Informal Enhanced Provision, and ensure it meets the individual needs of the pupils as appropriate.</li> <li>e) Advise on appropriate deployment and use of specialist aid/resources/equipment.</li> </ul>
<p><b>Support for the School</b></p>	<ul style="list-style-type: none"> <li>a) Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li> <li>b) Contribute to the overall ethos/work/aims of the school.</li> <li>c) Establish constructive relationships and communicate with other agencies / professionals, in liaison with the SENCo, to support achievement and progress of pupils.</li> <li>d) Cover classes to release teachers/cover illness, including planning, delivering and marking/assessing work. <i>This is not anticipated to be a usual requirement of the role, but may be required in an emergency situation.</i></li> <li>e) Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.</li> <li>f) Provide support to the Co-Principals in ensuring that the school provides a safe and healthy environment, including during break and lunchtimes, particularly for the pupils accessing the Informal Enhanced Provision.</li> <li>g) Attend and actively participate in relevant staff meetings.</li> <li>h) Contribute to the development of less experienced teaching assistants</li> <li>i) Provide advice and guidance to teaching assistants on best practice and practical problem-solving.</li> </ul>
<p><b>Line Management Responsibilities</b></p>	<p>Examples of line management responsibilities include:</p> <ul style="list-style-type: none"> <li>a) Management of other teaching assistants including allocation and monitoring of work, appraisal and training or play a key role in the support, supervision and development of other training Assistants.</li> <li>b) Liaise between managers/teaching staff and teaching assistants.</li> <li>c) Hold regular team meetings with managed staff.</li> <li>d) Represent teaching assistants at teaching staff/management/other appropriate meetings.</li> </ul>

	e) Support and undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.
<b>General Duties Relevant to All Members of Staff</b>	<ul style="list-style-type: none"> <li>a) Act with professional integrity at all times, following our Code of Conduct as outlined in the Staff Handbook;</li> <li>b) Share The Elliot Foundation's commitment to safeguarding and promoting the welfare of children and young people: follow local Child Protection procedures by acting on any safeguarding issues and immediately informing the DSL;</li> <li>c) Ensure the promotion of equal opportunities and British values in all aspects of school life;</li> <li>d) Challenge poor performance in any area of the school's activity;</li> <li>e) Observe all Health and Safety rules and guidance and take all reasonable care to promote the Health and Safety at work of yourself, other staff and pupils;</li> <li>f) Have an awareness of Data Protection requirements and comply with all the principles of data security as outlined in the General Data Protection Regulations to maintain security of data;</li> <li>g) Any other related duties commensurate with the general level of the post.</li> </ul>
<p>Hillingdon Primary School is committed to safeguarding and promoting the welfare of children and young people.  All staff and volunteers are expected to share this commitment and behave in a way which reflects this.  Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.</p>	