

Job Description

Post Title:	Higher Level Teaching Assistant (Assistant SENCO)		
Salary/Grade:	PASS Level 4 Advanced @ 100%		
Working time:	Term time only	Hours:	
	Plus Parents' Evenings	Mon	8.00am - 4.30pm
	Includes 30 Minute unpaid lunch break.	Tue	8.00am - 4.30pm
		Wed	8.00am - 4.30pm
		Thur	8.00am - 4.30pm
		Fri	8.00am - 4.30pm

Reporting to: Inclusion Manager

Liaising with: Headteacher/Deputies, Inclusion Team, teaching/support staff, LA representatives and external agencies and parents

Disclosure Level: Enhanced

Purpose of Job:

To work with the SENCO as part of the Inclusion Team. The primary focus will be to work under the professional direction of the SENCO, and with an agreed system of supervision.

The post holder must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the School and in such a manner as to enhance the good reputation of the school.

Main Core Duties and Responsibilities:

- To be responsible for promoting the safeguarding and welfare of children and young people s/he comes into contact with.
- To plan, prepare and deliver learning and assess, record and report on development, progress and attainment, resolving all but the most complex problems independently.
- To be involved in planning, organising and implementing Pupil Profiles, including attendance at, and contribution to, reviews.
- To liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision; to also assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To provide particular and skilled support to pupils with a variety of learning, behavioural, communication, social, sensory or physical difficulties.
- To provide particular and skilled support to all pupils in a particular learning area (e.g. Literacy intervention, Numeracy intervention, Speech and Language support or Social Communication programmes).
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- To assist with the development of Inclusion policies and procedures.
- To support the work of the SENCO (e.g. assist with the effective deployment of Learning Support Assistants and support the needs of pupils with SEN).

- To assist the SENCO with the provision mapping of intervention programmes throughout the school.
- To be responsible for the preparation, maintenance and control of stocks of materials and resources.
- To administer reading and numeracy tests and record scores appropriately.
- To build appropriate relationships with pupils.
- To enable pupils to be included in all aspects of school life.
- To work effectively as part of a multi-disciplinary team.
- To ensure pupils' safety at all times, both in and out of the classroom.
- To supervise pupils during break and lunch time as required.
- To support the establishment and maintenance of positive relationships with parents, carers, support agencies and pupils.
- To attend extra-curricular meetings within designated working hours.
- To be aware of, and adhere to, the school's policies and procedures.
- To be aware of, and maintain, appropriate confidentiality.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework with examples of the nature of duties that may be expected within this grade.

Any other duties, which may arise during the course of work and as authorised by the Headteacher, Inclusion Manager or SENCO, will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder. The main duties of this post may be reviewed in the light of experience and development in the post. Any review will be undertaken in conjunction with the post holder.

All employees are required to observe the provisions of, and adhere to, the school's Health and Safety policies.

Date: 18/01/2022