

JOB DESCRIPTION

Job Title

Higher Level Teaching Assistant (Inclusion and SEND)

Responsible To

SENCO and Headteacher

Purpose of the Role

To support the inclusion, achievement and wellbeing of pupils with special educational needs and disabilities (SEND), working in partnership with teachers, Learning Support Assistants and the SENCO.

The post holder will provide high-quality support for pupils, deliver targeted interventions, undertake occasional class cover and contribute to the development of SEND provision across the school.

Key Responsibilities

Support for Pupils

- Support pupils with SEND within the classroom to access learning and make progress.
- Promote independence, confidence and resilience.
- Deliver planned interventions to individuals and groups.
- Support pupils with social, emotional and communication needs where appropriate.
- Monitor and record pupil progress and provide feedback to teachers and the SENCO.
- Assist with the implementation and review of support plans, pupil passports and provision maps.

Support for Staff

- Work alongside teachers to adapt learning activities and resources.
- Provide guidance and support to Learning Support Assistants working with pupils with SEND.
- Contribute to meetings relating to pupil progress and provision.
- Support staff in implementing agreed strategies and interventions.

Support for SEND Provision

- Work closely with the SENCO to implement SEND initiatives and projects.
- Assist with the organisation, monitoring and evaluation of intervention programmes.
- Support the collection and analysis of information relating to pupil progress and provision.
- Help develop and maintain resources that support inclusive classroom practice.
- Contribute to whole-school approaches that improve outcomes for pupils with SEND.

Classroom Cover

- Undertake whole-class supervision and teaching activities in the absence of teachers.
- Deliver lessons planned by teachers and maintain continuity of learning.
- Manage behaviour in line with school policies and expectations.

- Provide feedback to teachers regarding pupil engagement, learning and progress.

Professional Responsibilities

- Maintain confidentiality and professional standards at all times.
- Participate in staff meetings, training and professional development activities.
- Promote safeguarding and the welfare of all pupils.
- Uphold and promote the values, policies and ethos of the school.
- Carry out other duties commensurate with the grade of the post as reasonably directed by the Headteacher or SENCO.

This job description may be amended following consultation to reflect the changing needs of the school.