

Bowden Primary

Specialist SEMH Higher Level Teaching Assistant - Job Description

Employment details

Job title:	Specialist SEMH Higher Level Teaching Assistant
Reports to :	Specialist Classroom Teacher
Type of position:	Full-time, term time only
Hours of work:	35 hours
Level and scale point:	Scale 5
Job purpose:	<ul style="list-style-type: none">• support children who have a range of significant and often complex SEMH difficulties to enhance their educational and emotional development• undertake specific tasks with individuals or small groups• encourage pupils to enjoy the learning experience• enable pupils to become independent learners• be willing to undertake training in a range of therapeutic approaches appropriate to an educational setting• embrace the ethos and culture of Bowden House and We Not Me

Main duties/responsibilities – support for the pupils, teacher and the curriculum

work collaboratively with the classroom teacher and other colleagues to provide effective preparation and support in all learning activities
plan for teaching and learning for individuals or small groups where applicable
assist pupils in accessing the Stage Not Age programme of learning
assist with the development and implementation of EHC Plans
support pupils to understand/follow instructions and enjoy the learning experience
help develop learning outside the classroom so that pupils can enjoy nature and learn in a range of settings
provide cover to supervise a class/small group
assist the teacher with assessing/marking work
implement and contribute to planned, learning activities as agreed with the classroom teacher
listen to children read, read to them and tell them stories
support the teacher in managing class behaviour
use frequent praise and encouragement to pupils in relation to attainment, progress and effort
look after children who are upset or have had accidents
prepare and present displays
support pupils' learning through play and planned activities
share information about pupils with others as appropriate and in line with school policies and procedures
undertake pupil record-keeping, as requested

support the use of IT and computing learning activities and develop pupils' competence and independence in its use
assist in escorting and supervising pupils on educational visits and out of school activities
assist with the supervision of pupils before school, break-times and lunch-times
provide basic First Aid, liaising with the class teacher and if appropriate, refer to health professionals in an emergency
undertake positive handling training and engage in positive handling when necessary
Duties and responsibilities – support for the school
be aware of and comply with, policies and procedures relating to Safeguarding & the Protection of Children, confidentiality and data protection, reporting all concerns to the Class Teacher and Head of School
show a duty of care to pupils and colleagues and take appropriate action to comply with health & safety requirements at all times
be aware of and support difference and ensure all pupils have access to opportunities to learn and develop
contribute to the overall ethos, work and aims of the school environment
maintain good relationships with colleagues and work together as a team
appreciate and support the role of other professionals
attend briefings, staff meetings, Annual Reviews and parents/carers' meetings, as required
participate in training and other learning activities and performance development to meet individual pupil and staff needs including but not limited to, therapeutic intervention techniques, Team Teach, First Aid and Safeguarding/Child Protection, some of which will take place in Seaford, East Sussex, and might require an overnight stay
demonstrate and promote a commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

November 2024

Bowden Primary Higher Level Teaching Assistant - Person Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • previous experience working with children • education to GCSE or equivalent level • knowledge and understanding of child development and children's and families' needs 	<ul style="list-style-type: none"> • previous experience working in a school setting • relevant qualification with regard to working with children, such as NVQ 3. • hold HLTA qualification or be willing to work towards it
Organisation	<ul style="list-style-type: none"> • ability to plan and organise • ability to identify and respond to problems • ability to record and pass on information accurately 	<ul style="list-style-type: none"> • ability to adapt to many roles/responsibilities • understand of the importance of parental/carer involvement
Special skills and interests	<ul style="list-style-type: none"> • ability to encourage and enable others to develop their potential 	<ul style="list-style-type: none"> • First Aid, music, outdoor learning, arts and crafts, computing, sport, etc • interests related to childcare/development • extra-curricular activities/interests
Personal attributes	<ul style="list-style-type: none"> • ability to build relationships and work as part of a team • ability to establish firm boundaries whilst maintaining a friendly, helpful, caring and flexible approach • fairness and patience • a commitment to equal opportunities • ability to maintain confidentiality in all school matters • a sense of humour • high levels of self-confidence and resilience 	<ul style="list-style-type: none"> • ability to relate well to other professionals
Physical attributes	<ul style="list-style-type: none"> • ability to physically fulfil the responsibilities of the post • willingness and ability to attend appropriate meetings and training • good attendance and timekeeping • ability to engage in positive handling when necessary 	