



JOB DESCRIPTION

DESIGNATION **Higher Level Teaching Assistant (specialising in SEN)**
Scale 5

Purpose of job

To complement the professional work of teaching staff by taking responsibility for designated learning activities with children and young people under an agreed system of supervision in addition to supporting teacher-led activities. This may involve taking a lead responsibility for the delivery of defined learning activities. To take responsibility for the organisation and development of a specialist area within the school (related to SEN) and/or the management of other teaching assistants (or appropriate support staff/outside sports agencies).

Specifically

1. To take a lead role in delivering specified learning activities to individuals or groups of children and young people under an agreed system of supervision. This may include the delivery of learning activities to whole class groups on a short-term basis (for example for PPA) without a teacher present.
2. To participate in the delivery of local and national learning strategies.
3. To supervise classes or groups of children and young people undertaking activities prepared or initiated by teaching staff, where this is appropriate, either as: i) a planned and scheduled activity within the school timetable, or ii) an occasional requirement arising from short-term teacher absence
4. To make a significant contribution to the planning and preparation of learning activities for specified areas of responsibility.
5. To provide the relevant teacher(s) with appropriate feedback and reports on pupil achievement, progress and development.
6. To promote the inclusion and acceptance of all children and young people within the classroom. This may include providing specific support to children and young people with special educational needs and contributing to the implementation and review of EHCPs.
7. To use ICT effectively to support learning activities and to develop children and young people' competence and independence in its use.
8. To select, prepare and/or modify resources appropriate to designated learning activities.
9. To undertake appropriate pastoral activities to support children and young people' personal and social needs in accordance with school policies and practices.

10. To be responsible for an appropriate specialist area of activity (sports) within the school and to manage any associated resources or devolved budget.
11. To be responsible for/contribute to the day to day management of other teaching assistants or other defined support staff (e.g.. Lunchbreak Supervisors) which will normally include: - liaising with the Headteacher/other appropriate teaching staff on relevant issues - holding regular staff meetings or briefings - undertaking or contributing to performance reviews - participating in recruitment and retention activities - contributing to induction, mentoring and training programmes There may also be some supervisory/training requirements relating to volunteer helpers or student work experience placements.
12. To participate in the organisation or provision of supervisory arrangements for children and young people during break times and on out-of- school activities.
13. To comply with, promote and contribute to the review of whole school policies and procedures including those relating to child protection, behaviour management, health and safety and parent policy.
14. The post holder will be expected to act as an adult role model and support school policies when dealing with children and young people, parents or visitors to the school.

Other: Assisting with any other duties of a similar level of responsibility as required by the Head of School or Executive Headteacher.

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy

DESIGNATION OF POST TO WHICH POSTHOLDER REPORTS:
Head of School/SENCO