



Job Description
Higher Level Teaching Assistant (HLTA) (S040)

Overall Purpose of the Post

Assisting the SENDCo

Responsible to:

SENDCo

Grade:

Hours:

FTE

Main Responsibilities and Duties

Interventions

- Oversee interventions in the relevant key stage.
- Observation of support in lessons with a view to discussing strategy and types of support.
- Plan provision in conjunction with the SENDCo.
- Assist the SENDCo in determining intervention targets
- Upload interventions to SIMs
- Monitor student progress (SISRA)
- Monitoring the records kept by all TA working with pupils and drawing concerns or matters of interest to the SENDCo's attention.

Exams

- Update spreadsheet with details of exam concessions.
- Prepare exam timetables in conjunction with the SENDCo.

Transition

- Assist the SENDCo in the process of transition between KS2 and KS3.
- Assist the SENDCo in the process of transition post 16.

EHCPs

- In conjunction with SENCO and admin support prepare paperwork for EHCP review.
- Update review sheet in pupil's EHCP file to show which actions have been taken.
- Attend EHCP annual review meetings.
- Ensure actions are relevant to outcomes in EHCP and EHCP outcomes are met.
- Assist the SENDCo in setting appropriate, specific and measurable targets for EHCP.

Leading other TAs in supporting students

- Observation of support in lessons and interventions with a view to discussing strategy and types of support.
- Carry out appraisal observations and interviews as directed by the SENDCo.
- Leading Department discussions and planning on meeting the needs of students.

- Monitoring record keeping of all TAs who are working with students to include monitoring logs and attendance sheets.
- Contributing to and leading when appropriate Department INSET on matters, strategy, planning and administration.
- Organise the planning and delivery of Key Skills lessons in conjunction with the relevant HOD and SENDCo

Liaise with relevant teaching staff over the needs of pupils

- Preparation of supporting data
- Attend the relevant year group meetings and prepare the minutes in conjunction with HOD.
- Ascertain information from teachers prior to EHCP reviews.

Supporting Students

- Support students with revision strategies and help to develop new methods and materials to aid revision.
- Liaise with outside agencies such as medical services and Careers services.

Meeting with SENDCo

- Attend regular meeting with SENDCo on a regular basis (ideally once a week) to support departmental planning

The post holder will be subject to an annual performance management review which will be agreed with the line manager.

The post holder is expected to carry out such other duties as may be reasonably assigned by the Line Manager and/or Headteacher.

This Job Description does not define all duties and responsibilities for the post and will be reviewed or amended annually after discussion between the post holder and the Line Manager and/or Headteacher.