

SEN Higher Level Teaching Assistant (SEN HLTA)

Job Description

Reporting to: SENDco and Headteacher

Main purpose

The SEN Higher Level Teaching Assistant (HLTA) will:

Provide learning and care support for pupils with special educational needs (SEN) in our specialist base

Work with the teacher to plan and deliver activities

Support pupils with routines, transitions and behavior management

Duties and responsibilities

Supporting pupils

Build positive relationships with pupils, promoting high self-esteem and independence

Adapt communication style to respond to pupils according to their individual needs

Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate

Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention

Assist with the development and delivery of Key Skills and Conduct Support plans

Teaching and learning

Lead activities and direct other adults in the absence of the teacher

Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom to individuals and small groups

Support the teaching of a specialised curriculum aimed at pupils achieving their full potential in all areas of learning

Use IT skills to advance pupils' learning

Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Contribute to the overall ethos, aims and work of the school

Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Working with staff, parents/carers and relevant professionals

Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Communicate effectively with parents and carers under the direction of teachers

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

Be able to work within and lead a team

Professional development

Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school

Undertake school Safeguarding training and use our school reporting system.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager

Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	Experience in delivering provision in the absence of the teacher Experience working in a school environment or other educational setting Experience working with children / young people with special educational needs (SEN) Experience planning and delivering learning activities for individuals and small groups.
Skills and knowledge	Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Excellent verbal communication skills Ability to work as part of a team and to be flexible in their approach to daily routines Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Good IT skills, particularly using IT to support learning



**Personal
qualities**

Enjoyment of working with children
Sensitivity and understanding, to help build good relationships with pupils
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
Commitment to maintaining confidentiality at all times
Commitment to safeguarding pupil's wellbeing and equality
Resilient, positive, forward looking and enthusiastic about making a difference
Capacity to inspire, motivate and challenge children and young people

May 2025