

## SEND Higher Level Teaching Assistant

Salary / grade range	SO1 SCP 23-25 £26,566 - £28,212 (actual salary) term time plus 10 days
Location	Co-op Academy Leeds
Reports to	SENDCo

**Purpose of role:**

To be a senior member of the SEN Department, responsible for developing and implementing effective interventions to promote inclusion and academic success for our students.

**Key accountabilities (and specific duties / responsibilities):**

- To provide academic and mentoring support for vulnerable students, particularly individuals with Social, Emotional and Mental Health needs.
- To act as a key worker for students identified by the SENDCo and promote inclusion.
- To support the maintenance of key student's support plans / pupil profiles and education, health and care plans (EHCPs).
- To support students who are accessing the SEND provision with meeting the outcomes of their EHCPs by ensuring the correct provision is in place.
- To support reintegration planning for students accessing the SEND provision.
- To work in conjunction with teachers, pastoral staff and parents/carers to monitor attendance, attainment and achievements of students in the SEND provision.
- To ensure an excellent learning environment in the SEND provision is maintained
- To support with the day to day pastoral care of SEND students
- To plan, deliver and review personalised and targeted wave 2 and 3 interventions under the guidance of the SENDCo and SEND Support Coordinator.
- To develop, modify and personalise resources with support from the SENDCo and external agencies.
- To communicate and liaise with external agencies, as required, under guidance of the SENDCo and SEND Support Coordinator.
- To provide in-class support for specific students with SEND to enable them to access the curriculum.
- To provide positive reinforcements, praise and rewards to students when required.
- To supervise students on visits, trips and out-of-Academy learning activities where appropriate.
- To work as part of a team to ensure that the well-being and personal development of our students enhances their learning opportunities and life skills.
- To provide regular feedback to the SENDCo about pupils' difficulties and progress.
- To carry out any other reasonable duties relevant to the job role
- To plan and teach lessons to a small group of students in the SEND provision.
- To be directed by SENDCo or Send Support Coordinator to undertake additional such duties as may be reasonably expected within the scope and grading for the post.
- Contribute to the preparation of specialist resources and initiatives to meet specific needs of



students.

- To support students with examinations as directed by the SENDCo
- Effectively communicate and collaborate with other internal and external agencies/professionals and teaching staff to support achievement and progress of students.

## Other

- Co-op Academy Leeds expects all employees to uphold the duty to safeguard and promote the welfare of learners.

## Notes

- This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>English and Maths GCSE at Grade C / 4 or above</li> <li>Evidence of appropriate professional development commensurate with the role</li> <li>Higher Level Teaching Assistant standards qualification or equivalent experience</li> <li>Additional professional qualifications</li> <li>Educated to degree level</li> <li>First Aid Certificate</li> </ul>	Desirable Desirable Desirable	A A A A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with young people with English as an additional language</li> <li>Experience of working with young people with special educational needs</li> <li>Experience of teaching small groups of students</li> <li>Working knowledge and experience of implementing learning programmes, strategies and interventions</li> <li>Knowledge and understanding of different types of SEND and the SEND Code of Practice</li> <li>Understanding of statutory frameworks relating to teaching</li> <li>Understanding of the importance of safeguarding and child protection and its importance to this role</li> <li>Experience of working with young people with significant SEMH needs</li> <li>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty</li> </ul>	Desirable Desirable	A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I
<b>Experience and Knowledge</b> <ul style="list-style-type: none"> <li>Ability to interact positively and</li> </ul>		A, I



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<ul style="list-style-type: none"><li>productively with students and staff</li><li>Prioritise and plan to ensure completion of tasks</li><li>To be able to demonstrate proficient ICT skills</li><li>To be able to use initiative and have problem solving skills</li><li>To be able to monitor and evaluate procedures effectively</li><li>Ability to communicate effectively with students, parents and other colleagues</li><li>Ability to work under pressure</li><li>Ability to organise and develop effective systems</li><li>Work to high levels of accuracy</li></ul>		A, I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"><li>Evidence of ability to work as part of a team and an understanding of personal accountability</li><li>An ability to instil confidence in others</li><li>An ability to adapt information for communication to a range of audiences</li><li>Excellent organisational skills and an ability to cope well with professional pressure</li><li>Flexibility and adaptability to changing demands</li><li>A commitment to restorative practice</li><li>Co-op Academy Leeds expects all employees to uphold the duty to safeguard and promote the welfare of learners</li></ul>		A, I A, I A, I A, I A, I A, I A, I A, I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.