



# Whitmore Park Primary School

## Job Description SEND Higher Level Teaching Assistant

### **Job Purpose**

Work under the direction and supervision of teaching/SEND Leader/Senior Leadership team.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparation and delivering learning activities for individuals / groups or short-term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

To work collaboratively with class teachers and the SEND Leader to support children with SEND in and around school and in the SEND intervention room. To develop education processes by utilising detailed knowledge and specialist skills to undertake "specified work" and provide care and supervision to children/young people.

### **Duties and Responsibilities:**

#### **Supporting Pupils**

- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters as appropriate
- Assist with the identification and monitoring of children's general health and welfare
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils, which may include:
- Assistance with personal hygiene routines, e.g. toilet training, changing or incontinent children, dressing and undressing
- Changing of soiled clothing and its disposal in an appropriate way
- Assisting with children's injuries and, where appropriately qualified, administering first aid
- Assist with the administration of medicines under the direction of the appropriate medical staff
- Use advanced specialist skills to undertake those activities necessary to meet the intellectual, physical, social and emotional needs of children/young people, including

those with special educational, physical or emotional needs

- Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning
- Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early Years
- Take a lead role in managing and delivering pastoral support
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance
- Set challenging and demanding expectations; motivate, promote self-esteem and independence to encourage them to achieve
- Provide feedback to pupils in relation to progress and achievement
- Ensure that pupils are able to safely use equipment and materials provided

## **Supporting Teachers**

- Organise and manage learning activities in ways which keep pupils safe
- Under an agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities / work plans as appropriate for individuals, groups and whole classes as required
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate
- Implement agreed learning activities/teaching programmes using strategies in a liaison with the teacher, to support pupils to achieve learning goals
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, through observation and planned recording of achievements against pre-determined learning objectives
- Assess, provide objective and accurate feedback and report as necessary on pupil development, progress and achievement, ensuring the availability of appropriate evidence
- Assist the teacher in monitoring and analysing record of pupil's progress
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of the pupil's work and accurately record achievement/progress

- Within the school's behaviour policy, apply behaviour management strategies and techniques to anticipate and manage behaviour constructively and contribute to a purposeful learning environment
- Support the role of parents in pupils' learning and contribute to meetings with parents to constructively feedback on pupils progress / achievement where appropriate
- Produce lesson plans/work where requested and appropriate
- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes where requested
- Provide general administration tasks and support for learning environment including preparing displays
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Input, analyse and report pupil data and assessment information as directed by the class teacher and/or line manager

## **Supporting the Curriculum**

- Deliver learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language / cultural backgrounds
- Advise on appropriate deployment and use of specialist resources / equipment.

## **Supporting the School**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communication with other agencies / professionals in liaison with the teacher, to support achievement and progress of the pupil
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate
- Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes

- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- May co-ordinate a school activity e.g. extra -curricular activity / work experience / homeschool liaison / SEND work
- Model good practice and contribute to planning and delivery of appropriate training
- Contribute to the overall ethos, work, aims of the school by attending and participating in relevant meetings / training and contributing to the development of policies and procedures within the school
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits, PE, swimming and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Within an agreed system of supervision and within pre-determined lesson objectives, teach whole classes; evaluating and adjusting lessons / work as appropriate
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training
- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom
- Attend and participate in relevant meetings as required
- Undertake all such duties as are reasonable and appropriate to the nature of the post as determined by the Headteacher and commensurate of the grade

*NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary / status / hours and will be subject to discussion, in accordance with the guidance note on contractual changes.*