

Job Description - Higher Level Teaching Assistant

Job Description Higher level Teaching Assistant (HTLA)	
Purpose	<ul style="list-style-type: none"> ● Work with class teachers and SENCo to raise the learning and attainment of pupils. ● Promote pupils' independence, self-esteem and social inclusion. ● Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. ● Take a lead role within the school to identify and address the needs of pupils who need particular help to overcome barriers to learning, under direction from the SENCo.
Reporting to:	SENCo
Liaising with:	SENCo and SEND team. Curriculum & Pastoral Leaders Student Services Subject teachers
Working time:	FT - 35 Hours per week (8:30 - 4:00 inclusive of 30 minute break). Total of 39 weeks per year inclusive of calendared meetings and INSET.
Salary/Grade:	Scale 6. Point 18-20
Disclosure level	Enhanced
Core duties and responsibilities	
Supporting pupils	<ul style="list-style-type: none"> ● Assess the needs of pupils through undertaking comprehensive assessments and testing, to determine those in need of particular assistance. Utilising detailed knowledge and specialist skills to support pupils' learning, working with external professionals when necessary. ● Contribute to the planning and preparation of learning activities. ● Under the direction of the SENCo, take responsibility for delivering planned curriculum activities. ● Under the direction of the SENCo develop and implement student interventions including pupil tracking, observations, SP's and IEP's developing strategies to support them in their learning. ● Under the direction of the SENCo provide mentoring for students (1 to 1 and group) to ensure continued engagement with education. ● Under the direction of the SENCo undertake Access Arrangement Testing and relevant administration, leasing with Student Services and JCQ where necessary. ● Under the direction of the SENCo support a planned programme for transition for in year admits and at all Key Stages. . ● Under the direction of the SENCo lead activities to support students holistically including targeted self-esteem provision; Friendship Circles and group social skills. ● Supervise pupils on visits, trips and out-of-school activities as required.
Teaching and learning	<ul style="list-style-type: none"> ● Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities, encouraging pupils to act independently as appropriate. ● Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.

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	<ul style="list-style-type: none"> ● Use effective behaviour management strategies consistently in line with the school's policy and procedures. ● Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment. ● Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment. ● Observe pupil performance and pass observations on to the class teacher and other staff where appropriate, supporting professional development. ● Supervise a class if the teacher is temporarily unavailable. ● Use ICT skills to advance pupils' learning. ● Undertake any other relevant duties given by the class teacher. ● Lead small group interventions as directed by the class teacher or SENCo. ● Direct the work, where relevant, of other adults in supporting learning ● To lead whole class teaching as and when appropriate.
<p>Planning</p>	<ul style="list-style-type: none"> ● Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role. ● Read and understand lesson plans shared prior to lessons, if available. ● Undertake research to familiarise yourself with lesson curriculum content prior to support in lessons. ● Use your area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities within the SEND team and across the school. ● Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning. ● Plan how you will support the inclusion of pupils in learning activities
<p>Working with staff, parents/carers and relevant professionals</p>	<ul style="list-style-type: none"> ● Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher or SENCo. ● Communicate your 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. ● Under the direction of the SENCo undertake Learning Walks and Lesson Visits to support teaching staff develop good practice in adaptive teaching and learning and to support the implementation and impact of the SEND strategic vision. ● Contribute to meetings with parents and carers and other professionals by providing feedback on pupil progress, attainment and barriers to learning. ● Analyse whole school data, keeping other professionals accurately informed of performance and progress, or concerns about the pupils you work with. ● Collaborate and work with colleagues and other relevant professionals within and beyond the school. ● Develop effective professional relationships with colleagues. ● Act as amanuensis or reader during examinations for pupils with access arrangements when required. ● Liaise with specialist services on behalf of individual pupil's e.g. educational psychologist, speech therapists by arrangement with the SENCO.
<p>Health and safety</p>	<ul style="list-style-type: none"> ● Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy ● Support children who are upset or have had accidents. ● Perform staff duties that have been assigned by the school. The rota and arrangements will be notified to you in advance.

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Professional development	<ul style="list-style-type: none">● Keep your own knowledge and understanding relevant and up-to-date by reflecting on your 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● Support teachers and other support staff develop their knowledge of SEND good practice through contributing to meetings and CPD activities, sharing your knowledge and experience.● Under the direction of the SENCo lead staff training regarding relevant SEND student assessments, including training on Access Arrangements and Jcq guidelines.● Attend meetings within the school with curriculum, pastoral and support staff when directed and when appropriate.
Other Specific Duties: <ul style="list-style-type: none">● Undertake pupil record keeping●	
You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post. <ul style="list-style-type: none">▪ To promote actively the school's corporate policies▪ To continue personal development as agreed▪ To actively engage in the staff review and development process <p>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 TA 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.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title	
Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.	

DATE: APRIL 2024