

## Higher Level Teaching Assistant (SEN)

### Job Description

<b>Post:</b>	Higher Level Teaching Assistant (SEN)
<b>Grade:</b>	8
<b>Location:</b>	
<b>Responsible To:</b>	Head Teacher/Senior Manager/SENCO
<b>Job Purpose</b>	<p>To complement the work of teachers by taking responsibility for the organisation and support of agreed learning activities for classes where all pupils have special educational needs. Work with children and young people who have a range of significant and complex SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including in some instances, those with life limiting conditions and those who exhibit challenging behaviour. The primary focus is to do specified work with individuals, groups and whole classes with the direction and supervision of a qualified teacher;</p> <p>To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required;</p> <p>To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes;</p> <p>To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.</p>

### **Specific Areas of Responsibility**

- Plan, prepare and deliver learning to individuals, small groups and/or classes by differentiating and adapting activities to provide positive learning outcomes within agreed systems of supervision;
- Assess, record and report pupil progress and attainment
- Plan and implement strategies
- Use teaching and learning objectives to plan, evaluate and differentiate lessons as appropriate within agreed systems of supervision
- Contribute to the development and implementation of Support Plans for pupils, including attendance at, and contribution to, reviews if necessary e.g. TAF
- Oversee the implementation of a variety of specialist programmes or designated areas within school.
- Provide short- term cover of classes – both in planned and unexpected nontimetabled situations.
- Where appropriate attend meetings and provide information about pupils;

- Manage the work and development of other classroom support staff where appropriate;

## **Duties and Responsibilities**

### **Support for Pupils, Teachers and the Curriculum**

- Be aware of and work within the school policies and procedures;
- Provide emotional, physical and specialist support so pupils are able to access the curriculum and participate fully in school activities;
- Provide support to pupils who have a range of difficulties including communication, physical or social, emotional and mental health difficulties, and also where English is not the first language, taking into account advice and programmes provided by other professionals; and implementation of behaviour support plans and risk assessments;
- Provide support for pupils who display challenging behaviour and contribute to their development;
- Work collaboratively with teachers, other relevant professionals and external agencies;
- Working alongside multidisciplinary professionals by assisting with the planning and delivery of relevant therapy programmes including hydrotherapy, rebound, sensory diets, physiotherapy, occupational therapy, cognitive behaviour therapy, speech and language and CAMHS;
- Assess the needs of pupils and use detailed knowledge and skills to support and advance pupils' learning;
- Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;
- Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists;
- Provide regular communication to parents / carers in regard to pupils' learning; Contribute to meetings with parents / carers by providing constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;
- Contribute to the development of school policies and procedures;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources; in line with school policy;
- Maintain a clean, safe and tidy learning environment;
- Assist with the supervision of pupils before school, break times, lunchtimes (but not as a supervisory assistant) and after school clubs if required;
- Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
- Provide pastoral care to pupils for example as head of year or tutor group;
- Be responsible for pupils who are not working to the normal timetable;
- Assist pupils with eating, dressing and hygiene, as required and in line with school policy, whilst encouraging independence where possible;
- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases;
- May be asked to Administer medication subject to agreement and in line with school policy and procedures;
- To support the invigilation of examinations and tests;
- Support pupils to develop their skills of independence, resilience and confidence and self-esteem;
- To supervise pupils in bus lines and escort them safely to their designated transport (if this is a requirement of the school);

- Use knowledge and understanding to extend and challenge pupils learning
- Prepare and present displays
- Support the use of ICT in the curriculum

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- To attend all relevant meetings including morning briefings, staff meetings and parents evenings;
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including but not limited to Hydrotherapy, Rebound, Moving and Handling, Team Teach, Basic First Aid, Midas, PECS;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.