



## **JOB DESCRIPTION**

### **Higher Level Teaching Assistant**

#### **Band 5 SCP 12 (Pro Rata)**

#### **Purpose of the post**

To work under the guidance of the SENDCo to plan and implement agreed work programmes with individuals/groups, in or out of the classroom. This role will also involve supporting with the day to day running of the Behaviour Support Centre and providing administrative support to the SENDCo

#### **Duties:**

#### **Core Duties:**

##### **1. You will provide support for the students. You will:**

- Support the day to day running of the Behaviour Support Centre.
- Use specialist (curricular/learning) skills/training/experience to support students.
- Assist with the development and implementations of EHCPs.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom/learning environment.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.  
Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

##### **2. You will provide support for the SENDCo. You will:**

- Work with the SENDCo to establish appropriate learning environments.
- Be responsible for keeping and updating records as agreed with the SENDCo, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the SENDCo within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administrative support e.g produce worksheets for agreed activities etc.

##### **3. You will provide support for the school curriculum. You will:**

- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

#### **4. You will provide support for the school. You will:**

- Provide administrative support to the SENDCo.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

**Note:**

This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

## PERSON SPECIFICATION

### HIGHER LEVEL TEACHING ASSISTANT

We shall be looking for applicants who can fulfil the following criteria:

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• HLTA status or equivalent</li> <li>• NVQ 3 in education or equivalent or an undergraduate degree</li> <li>• GCSE (graded A-C, or 9-4) or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further training / development relevant to the post</li> <li>• First-Aid qualification</li> <li>• Current safeguarding training</li> </ul>	Application form Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of working in a school environment relevant to the post</li> <li>• Significant experience of working with children of relevant age</li> <li>• Experience of using ICT to support learning</li> <li>• Experience dealing with parents, carers, external agencies or members of the public</li> <li>• Experience of using behaviour management techniques in the classroom/learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with additional needs</li> <li>• Experience of coordinating meetings between key stakeholders</li> <li>• Knowledge of the Local Authority SEND framework</li> <li>• Experience of the Annual Review process</li> </ul>	Application Form Interview References
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to plan and deliver lessons</li> <li>• Use of technology, e.g computer, interactive whiteboard, photocopier etc</li> <li>• Recent knowledge of relevant polices/codes of practice and legislation.</li> <li>• Understanding of national curriculum and other basic learning programmes/strategies</li> <li>• Clear understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> <li>• A clear understanding of classroom roles and responsibilities</li> <li>• Excellent numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant safeguarding training</li> </ul>	Application Form References Test

	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English</li> <li>• An understanding of learning strategies to support children in the relevant school setting</li> </ul>		
Disposition	<ul style="list-style-type: none"> <li>• Calm, patient and tolerant</li> <li>• Committed to the principles of equality and diversity</li> <li>• Flexible approach to work</li> <li>• Willing to undertake training as Required</li> <li>• Able to build good relationships with parents/carers, students, external agencies and colleagues</li> </ul>		Application Form Interview References
Safeguarding	<ul style="list-style-type: none"> <li>• Enhanced clearance from the Disclosure and Barring Service</li> <li>• Application must be completed in full to meet the essential criteria in order to be considered</li> </ul>		DBS Check