

## Job Description

**Job Title: Higher Level Teaching Assistant**

**Responsible to: SENDCo**

### General Description of Post

The Higher Level Teaching Assistant is an integral member of the school staff team and is appointed to use their skills to support and promote students' learning. This post is line managed by the SENDCo. The post holder will provide targeted support to students in a range of subjects as well as focussing on wellbeing, anxiety, attendance and intervention support.

### Core Activities

- Assist the SEND team in the delivery of an agreed educational plan, upon which the post holder will be briefed.
- Use prior information and data to inform Quality First Teaching during small group learning lessons in order to support academic progress and emotional wellbeing.
- Develop positive relationships with colleagues by working effectively as a member of the staff team.
- Under the guidance of the SENDCo or equivalent, plan and deliver 1:1 or small group interventions.
- Act as an academic and wellbeing mentor for an identified group of students
- Measure the impact of your interventions for SEND students.
- Prepare learning materials for small group work and one-to-one interventions.
- Adapt information worksheets, pupil postcards and other learning materials for targeted students.
- Monitor progress of targeted students (including reporting to the SENDCo).
- Provide, or contribute to, oral and written assessments and reports about individual and groups of students.
- Assist in the preparation of reports to parents, including parents evenings and written reports to external agencies e.g. SENA.
- Attend and contribute to SEND team meetings.
- Contribute as appropriate to the SEND development plan and its implementation.
- Accompany students on non-residential visits out of school, sharing the supervision of those students, if required.
- Apply the school's behaviour management systems so that effective learning can take place.
- Take an active part in Appraisal Review.
- Maintain appropriate records as required.
- Follow agreed policies for communications in the school.
- Work to school policies and procedures.
- Be aware of school and statutory frameworks that directly impact on their own work with students.
- Help maintain a safe and secure learning environment.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated in to the job description in specific terms.

**Support Learning by:**

1. Assisting with learning activities with either individuals or groups of students ensuring their safety and facilitating their physical, emotional, and educational development.
2. Developing inclusion by facilitating participation and learning, help build confidence, self-esteem, and a sense of independence, understanding of diversity, and access to the curriculum so that all students are enabled to reach their full potential alongside their peers.
3. Ensuring equal access to learning and development opportunities, and carrying out predetermined educational activities and work programmes whilst promoting independent learning.
4. Encouraging a high standard of behaviour, developing relationships with others, and recognising and dealing with emotions in an appropriate way.
5. Establishing, developing, monitoring, and maintaining positive relationships.
6. Assisting in the delivery of appropriate activities to meet learning objectives and outcomes for individuals and groups of children.
7. Assisting with the monitoring of individual students and providing feedback on their engagement on activities and their achievement of the desired learning objectives and outcomes.
8. Observing and reporting on student performance, contributing to maintaining student records, and keeping such records as are required by the school.
9. Identifying and addressing signs of conflict and notifying others so that a resolution can be accomplished.
10. Organising individual lessons and activities by setting out learning materials and resources in line with a lesson plan.
11. Assisting with outdoor activities and visits.
12. Being aware of confidentiality issues linked to work in a school and keeping confidences as appropriate.
13. Participating in appropriate school-based meetings and training activities.
14. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the School's Conditions of Service.
- d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Name:

Signed: ..... (Postholder)      Date: .....

Signed: ..... (Headteacher)      Date: .....