POST TITLE: Higher Level Teaching Assistant (HTLA) – SEND Specialist

GRADE: G range FTE £31,537 - £34,434.

CONTRACTUAL ARRANGEMENTS: 37 Hours – Term time + 1 week -39 Weeks per year.

ACCOUNTABLE TO: SENDCo, Executive Headteacher and SLT

PURPOSE OF THE JOB

To work with and support children with a variety of academic and behaviour needs in the school’s reduced classroom, plus transition into class.

To take a leading role in adapting aspects of planning, preparation and delivery of key aspects of the curriculum for individual children in the reduced classroom.

To support children to access the curriculum and learn to the best of their ability using positive behaviour and emotional management techniques.

KEY ACCOUNTABILITIES

1. To take a leading role with pupils on a one-to-one or small group basis, in an alternative learning environment in school, assisting them in accessing the curriculum and engaging with learning activities as directed by the class teacher and SENDCo.
2. To assess the needs of pupils and use specialist skills and knowledge to work with individuals or groups of children, supporting subjects and learning interventions across the whole curriculum and developing Behaviour Support Plans.
3. To establish supportive, caring and secure relationships with the children, promoting respect and self-esteem and a positive, inclusive whole school ethos.
4. Assist the Headteacher/SMT/SENCO in developing, implementing and managing strategies aimed at:

a) managing pupil behaviour.

b) establishing and maintaining relationships with individual pupils and groups.

c) supporting pupils in learning activities.

d) effectively and efficiently deploying Teaching Assistant support within the post holder’s specific area.

e) ensuring the provision of a high-quality support service for pupils, teachers, the curriculum and the school.

f) supporting the inclusion of pupils with identified specialised needs.

g) supporting the academic, social and emotional development of pupils.

5. To provide class teaching cover (both planned and unplanned) using lesson plans prepared by the class teacher.

6. To understand and respond to the specific academic, physical and emotional/behavioural needs of individuals and groups of children.

7. To select and prepare resources necessary to lead learning activities to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them.

8. To help, support and motivate the children, encouraging independent learning and enabling learning targets and outcomes to be achieved.

9. Assisting teachers in the timetabling of lessons and curriculum as required for individual SEND pupils;

10. Overseeing the preparation, organisation and maintenance of resources and equipment for individual SEND pupils and shared areas. This includes assistance with basic visual aids, art and craft materials and the creation of displays, including those of pupils’ work.

11. To manage other Teaching Assistants training, deployment.

12. To assist with general school duties including setting up classrooms, preparing resources, tidying and clearing away.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

2. Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.

3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

· Ensure that trust policies and procedures are implemented and followed.

· Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety