



Job Description **SEND Higher Level Teaching Assistant**

Start Date:	May 2026
Responsible to:	Headteacher
Location:	Queen's Park Infant Academy
Grade:	Grade 5, SCP 10-15 (£14.35 - £15.56 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

This is a key post within the provision which requires dedication and a highly efficient and responsible approach. It requires working closely with the teacher to support them with their responsibility for the development and progress of all of the children within the provision.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Under the direction of the teacher, follow agreed lesson plans, support the teaching and learning of individual or groups of students within the provision, using support strategies appropriate to the needs of students, providing feedback, and liaising over problems. Contribute to the intellectual and social development of pupils and work with individual small groups of children to support the achievement of their targets. Prepare, maintain, and deploy appropriate learning aids, materials, and equipment.
- Contribute to the planning of teaching and learning for the whole group and individual students. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
- Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupils Educational Health and Care Plans, targets, and Individual Educational plans/relational plans, keeping detailed records of individual's progress.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the provision and school's behaviour and any related policies and procedures.
- Under the direction of the teacher, develop and maintain supportive relationships with parents, carers, and others of the student's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual students.
- Contribute to the care, health, and welfare of students in accordance with the provision and school's health and safety and related policies.
- As required, contribute to specific aspects of teaching, learning and personal development, for example, extra-curricular activities, school visits, etc.
- Support pupils with consistency whilst recognising and responding to their individual needs.

- Provide regular feedback to pupils and their parents/carers in relation to progress and achievement.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student needs/responses.
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To continually update knowledge and understanding of a specialist area and related current research.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Attend meetings and referral meetings as required.
- To lead the group of children in the absence of the teacher (PPA time). Planning these scheduled lessons where necessary under the guidance of a qualified teacher.
- Bridging the communication barrier between pupil and peers/adults, to ensure inclusion and access to the curriculum by breaking learning down into small steps.
- With support from the SENCo and class teacher, to follow the recommendations of outside professionals and amend practice accordingly to ensure the best possible outcomes for the young person (additional training and support will be provided by the Speech and Language Therapy Service).
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote and reinforce the self-esteem of pupils.
- Encourage pupils to interact with others and engage in activities led by adults.
- Encourage pupils to act independently as appropriate.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including playtime and lunchtime.
- Occasionally there may be a requirement to physically lift pupils for safety or care needs. Physical intervention training can be provided.
- Provide intimate care and change soiled clothing.
- Provide cover at lunchtimes for 30 minutes by monitoring and aiding the children during mealtimes or after in the playground/in the classroom.

The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may, therefore be directed by the Provision Leader to undertake any other duties commensurate with this role

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.
- The Deputy Headteacher/SENCO will arrange meetings, as needed, or as requested by the HLTAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Deputy Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification

SEND Higher Level Teaching Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Child care qualification (CACHE level 2, NVQ level 2) Experience of the Early years Educated to GCSE level in Maths & English 	<ul style="list-style-type: none"> HLTA qualification (or working towards one) Up to date Safeguarding training Experience of supporting a children with ASD and Speech and Language difficulties.
Experience	<ul style="list-style-type: none"> Experience in working with children who have additional needs Working with or caring for children of a relevant age in an educational setting 	<ul style="list-style-type: none"> Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas Appropriate knowledge of first aid or willingness to train
Knowledge	<ul style="list-style-type: none"> Good numeracy and literacy skills Good IT skills Excellent evaluation and monitoring skills Understanding of the principles of Safeguarding and how this may apply to the role Working with or caring for children with special educational needs 	<ul style="list-style-type: none"> Delivering individual support plans To know how to support children using a variety of learning styles which suit their needs. To confidently use a total communication approach or be willing to access training.
Skills & Abilities	<ul style="list-style-type: none"> Able to work constructively as part of a team Able to relate well to children and adults Able to respond sensitively and flexibly to competing demands from pupils Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers
Qualities & Attitudes	<ul style="list-style-type: none"> Able to cope with personal hygiene needs and respond appropriately to pupils 	<ul style="list-style-type: none"> Able to exert moderate physical effort; crouching or bending when working with pupils To be confident in supporting a child with significant physical needs Experience in manual handling

Whilst originally based at Queen's Park Infant Academy, the post holder will be required to travel to other local sites, including other CLP schools.