

Job Description SEND Higher Level Teaching Assistant

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| Start Date: | September 2024 |
| Responsible to: | Headteacher / SENCO |
| Location: | Old Town Infant School & Nursery |
| Grade: | Grade 5, SCP 10-15 (£13.24 - £14.41 per hour) |
| Disclosure Level: | Enhanced Disclosure & Barring Service Check |

Job Purpose & Objectives

- To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the teacher, to support access to learning for pupils with EHCPs and provide general support to the teacher in the management of an individual pupil or group of pupils. You may be required to supervise children during the lunch hour as part of the lunchtime team.
- To provide support for class teachers by establishing good relations with all pupils giving appropriate comfort and care as directed.

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

- Assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans. Assess the needs of the pupils using detailed knowledge and specialist skills to support their learning.
- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection – reporting all concerns to the appropriate person.
- Supervise and support children with additional need to ensure their safety and access to learning.
- 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.
- Support the child in working towards their Education, Health and Care Plan targets
- 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).
- Liaise with the teacher and professionals working with the pupil to ensure progress in both academic achievement and emotional well being
- Establish good relationships with the parents and ensure they are informed of the pupil's learning, achievements and areas of development.

- 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.
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Work with teaching staff in the planning of work programmes for individuals and groups of pupils.
- Delivery of work programmes for individuals and groups of pupils, including without the supervision of the class teacher as appropriate.
- Be aware of pupil needs / progress / achievements and report to the teacher as agreed.
- Undertake pupil record-keeping as requested.
- 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.
- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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.
- Attend relevant meetings as required.
- 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.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Ensure that the Safeguarding Policy of the Trust is supported and followed.
- Provide cover at lunchtimes for 30 minutes by monitoring and aiding the children during mealtimes or after in the playground/in the classroom.

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 |
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| 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 Old Town Infant School & Nursery, the post holder will be required to travel to other local sites, including other CLP schools.