



JOB DESCRIPTION

Job Title:	HLTA
Responsible to:	SENDSCO
Responsible for:	TAs
Grade/Pay Range:	SO1
Hours:	36 hours per week, Term Time only

Job Purpose

To undertake the tasks, duties and responsibilities as directed by the SENDSCO, specifically supporting **pupils in a particular year group** with SEND and the management of other teaching assistants including allocation and monitoring of work, performance management and training, as well as any other duties as an HLTA. The HLTA role will also include a higher level of responsibility for organising and delivering intervention classes or small groups on a regular basis as appropriate or determined by the need of the cohort. The HLTA will need to be the school's representative at certain meetings or reviews. There may be other tasks or responsibilities that the SENDSCO deems to be appropriate.

Main Responsibilities

Allocated Intervention type:

- Use subject specific specialist skills, training and/or experience to support pupils to improve literacy/ **numeracy/ SALT/ Exam skills/ exam access/ Social skills/ Princes Trust/ other as required.**
- Manage, plan and deliver group and individual support using appropriate resources
- Ensure targeted pupils are able to access these **intervention** programmes and are correctly allocated according to need
- Keep appropriate up to date records of pupil progress and regularly report on the progress made using agreed formats
- Provide feedback **about** pupils in relation to progress and achievement of those involved in the **intervention**
- Liaise with teaching staff, **head of department** about the individual needs of pupils
- Attend meetings that relate to pupils that are accessing support

- Support pupils consistently whilst recognising and responding to their individual needs

Support for Pupils:

- Develop relationships with parents in the **allocated year group** and enable them to support their child's SEND needs through Parent's Workshops, Evenings etc.
- Work with the SENDCO to ensure SEND pupils have a smooth transition from year to year, using available information to plan appropriate support
- Act as a key worker for certain pupils in a **particular year group**
- **Monitor the progress of the pupils with SEND in the allocated year group and identify gaps for intervention**
- Provide feedback about pupils in relation to progress and achievement for the **allocated year group**
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within groups or the classroom
- Attend meetings that relate to pupils that are **accessing SEND support in the allocated year group**.
- Support pupils consistently whilst recognising and responding to their individual needs
- Contribute to the MER process for the SEN Department
- Review SEND provision for each pupil on the SEND register for that particular year group on a termly basis, involving parents in this process.

Support for the Curriculum:

- Support the Assistant SENDCO with ensuring special arrangements for exams are in place
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Liaise with relevant external agencies and other schools to ensure best practice for targeted pupil
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the Teacher:

- Work with the teacher in lesson planning, evaluating and differentiating lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Meet with teaching staff as part of the MER schedule or department meetings to ensure best practice
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Liaise sensitively and effectively with parents/carers as agreed with the teacher 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/admin support e.g. administer coursework, produce worksheets for agreed activities etc and support with online learning

Support for the School:

- Be aware of and comply with policies and procedures relating to 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 pupils 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 pupils.
- Attend and participate in relevant meetings as required for the **allocated year group**
- Participate in training and other learning activities and performance development 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 training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Assist with the development, **reviews** and implementation of IEPs/ **EHCP** or pupil profiles for **allocated year group**

Line Management responsibilities (where appropriate):

- Manage other teaching assistants
- Undertake the appraisal process for teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants
- **Manage the daily timetable for the TAs in the allocated year group**

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities

3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally