



Higher Level Teaching Assistant (HLTA) - Job Description

Responsible to:

- Curriculum (and Deputy) Manager for Academic Inclusion and Support

Responsible for:

- Managing Teaching and Learning Assistants (TLAs) in the Autistic Resource Centre (ARC) and SEND department
- Ensuring that students receive the support specified in their Education Health and Care Plan (EHCP) provision in accordance with the SEND Code of Practice 2014 and the Equality Act 2010

Purpose of job:

- To assist the Curriculum (and Deputy) Manager for Academic Inclusion and Support (AIS) in the operational management of a large SEND team (including ARC)

Main Tasks and Responsibilities

1 In common with other staff:

- To support the Academy's mission, vision and strategic objectives;
- To implement the Academy's equal opportunities policies and to work actively to overcome discriminations on grounds of race, sex, disability, sexuality, age or status in the Academy's services;
- To implement the Academy's health and safety policies and practices;
- To contribute to the Academy's commitment to continuous improvement as identified in the Academy's charter and quality assurance systems;
- To participate and support in whole Academy activities beyond the classroom

Responsibilities particular to the TLA post

2 The successful candidate will be required to facilitate learning in a number of ways, which may include:

- Supporting students in classroom and workshop environments and to undertake reading, scribing, ICT support and the differentiation of learning materials as appropriate to individual student need;
- Supporting students with additional learning needs to meet the targets set out in their SEND Profiles and to track and monitor learner progress;
- Escorting students who are required to undertake Academy based tasks 'off site' so they may be supported in their activities;

- Supporting students during break times and lunchtimes;
Supporting students with care needs as appropriate;
- Participating as a member of the SEND Team and working with the curriculum team in the planning and delivery of support;
- Liaising with outside agencies, support services and other professionals involved with the specialist support of people with learning difficulties and/or disabilities.
- Supporting students with SEND in sports activities in and out of the Academy

Responsibilities particular to the HLTA post:

3 Over and above core TLA responsibilities:

- Managing other TLAs, ensuring that they are aware of SEND students' ECHP outcomes and that they are using the best methods to support them
- Allocating daily cover for staff who are absent, prioritising student needs
- Organising and co-ordinate the weekly duty list for SEND staff
- Creating a Year 6 Welcome Booklet before the end of the academic year to be ready for to students on Year 6 Induction Day
- Maintaining the SEND and ARC display and noticeboards
- Setting up a Year 7 Transition group and allocating staff and students
- Maintaining general records for the SEND Department
- Carrying out administrative tasks, as appropriate

Supporting the Curriculum (and Deputy) Manager for Academic Inclusion and Support with:

- Monitoring staff attendance and punctuality in collaboration with the Curriculum and Deputy Manager and submit weekly returns to HR
- Observing TLAs, both in and out of the classroom and providing to them with feedback
- Conducting performance reviews of TLAs
- Inducting new TLAs, including temporary and cover staff
- Training TLAs in how to best support students in and out of class on a 3 weekly basis
- Communicating regularly with parent's/key workers/external agencies
- Leading EHCP Review meetings for SEND students;
- Leading literacy and numeracy workshops and interventions for SEND and other students;
- Co-ordinating a variety of daily breakfast/breaktime and lunchtime clubs/activities in SEND and ARC and regularly reviewing their effectiveness;
- Creating Teaching and Learning timetables at the beginning of the academic year and reviewing them half termly to ensure that SEND students receive the correct allocation of support;

- In collaboration with the SEND team, liaising with feeder primary schools and attending EHCP reviews as required;
- Writing and updating SEND Profiles from Year 6 information and through to Year 13;
- Co-ordinating, setting up and organising invigilation of internal and external exams, alongside the SEND exams officer;
- Attending at least one Open Evening Event per academic year;
- Leading/co-ordinating an extra-curricular trip for SEND students, as required

Higher Level Teaching Assistant (HLTA) - Person Specification

In applying for this position, the candidate will be expected to have:

- exemplary TLA experience in terms of punctuality, professionalism and conduct;
- sound knowledge and understanding of good practice of supporting learners with additional learning and care needs;
- experience of supporting learners in a flexible learning environment;
- Information Technology (IT) skills, including multi-media applications and enthusiasm for your own self-development in the use of IT;
- the ability to work collaboratively and proactively with colleagues as a member of the SEND Department and other teams as appropriate;
- good communication skills and an ability to use initiative in prioritising and organising work;
- the ability to follow appropriate administrative systems;
- awareness of Health and Safety issues in the care and supervision of people with learning difficulties and/or disabilities;
- an understanding and commitment to equal opportunities and practical ideas for their implementation.
- an awareness of the diverse needs of students from a variety of backgrounds and an ability to work positively to respond to those needs in an inner-city environment;
- high order literacy and numeracy skills

Additional information - Working Arrangements

Hours of work – term time only between 8.30am and 5.00pm Monday to Thursday and 8.30am and 4.00pm on Friday, with one hour for lunch.

Under exceptional circumstances, eg alterations in the Academy's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with and the agreement of the Curriculum Manager for AIS.

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the Academy.