

Job Description:

Job Title: Higher Level Teaching Assistant (HLTA) – SEN Team Leader Grade:4

Job Purpose:

- The HLTA will work with pupils, parents, staff and outside agencies to ensure that the school fully supports pupils who need help to overcome barriers to learning.
- To contribute to the improvement in teaching and learning through the provision of accurate and timely examination and assessment data.
- To manage the administration, organisation and smooth running of internal/external examinations including examination concessions.
- To address the needs of children who need help to overcome barriers to learning.
- Data management and provision mapping SEN pupils.
- Assist with SEN paperwork and maintain records.

Duties and responsibilities:**Support for Pupils:**

- Support for pupils (either individually or in groups)
- Support the activities of individuals or groups.
- To undertake a range of responsibilities regarding identified pupils to support them in achieving their targets.
- To develop effective 1:1 relationships with pupils in order to monitor progress towards agreed goals, working alongside the team of Teaching Assistants.
- Work with students 1:1 and small group sessions
- Establish and maintain relationships with individual pupils and groups
- Drawing up and implementing individual action plans and/or pupil profiles/Annual reviews, in consultation with class teachers, the SENCo, parents or carers and external agencies.
- Contribute to annual reviews and pupil profiles as appropriate.
- Support pupils during learning activities
- Provide support for bilingual/multilingual pupils.
- Support children with specific needs, for example, sensory and /or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan.
- To have knowledge and appreciation of activities and courses, opportunities organisation and individuals that could be drawn upon to provide extra support for pupils.
- Contribute to the planning and evaluation of learning activities for targeted intervention.
- Contribute to maintaining pupils' records. Data tracking/inputting of pupil profiles.
- Assist in preparing and maintaining the learning environment; Support the use of information and communication technology in the classroom.

Support for parents:

- To initiate and maintain contact with families and carers through data tracking and annual reviews to ensure a positive relationship with school and develop family support for the pupils.
- To assist in maintaining regular contact with families/carers of children in need of extra support to keep them informed of the child's needs and progress, and to secure positive family support and involvement. I.e. annual reviews and feedback progress letters.
- Liaise with parents as appropriate

Data, Assessment and Examination:

- Exam concessions – training and then testing and maintaining register of students and applying to the examination boards as required. Informing staff and pupils and setting up logistics in school, working alongside the exams' officer.
- Data input and management of a central base for SEN tracking of progress for students and monitoring completion of testing. Where there are any dips in data – results the 'story' behind this is told and can be evidenced – working with the TA and case studies established. Showing through this data how we are 'closing any gaps'
- To use pupil performance tracking data, assessments from teachers and support staff and information from parents to inform the setting of individual pupil targets/intervention programme.
- Ensuring a detailed provision map is kept and updated every half term. This should also link with the pupil premium provision.
- To keep a central departmental area with all data, pupil profiles and tracking sheets updated and maintained.
- Produce and distribute letters to parents including informing them about the results of progress tracking that will systematically take place.
- Organise and complete paperwork for all areas of SEN
- Maintain and update a SEN register and exam concessions register that is regularly shared with staff
- To maintain up to date records and databases regarding individual pupils.
- To contribute to drawing up and implementing an action plan for each child who needs particular support.
- To inform students about test/exam requirements and procedures and coordinate deadlines for assessment information.
- Arranging timetables and seating plans.
- Liaising with staff and disseminating information
- Liaising with staff/students/parents regarding exam timetables.
- The recording of results for assessment data and reporting this to parents.
- Observe and report on pupil performance – track and hold central data – Provision maps.
- Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school
- Provide information and reports as required on the achievement and progress of pupils

Management responsibilities:

Line management of a core team of Teaching Assistants

- To manage the Assessment Process/Cycle.
- To organise Teaching Assistant timetables and rotas
- To manage student reports i.e. Data/Pupil profiles and tracking.
- To work with teaching staff to identify pupils who are at risk of underachieving.
- Organising intervention rotation for students and collation of resources to use liaising and helping teaching assistants.
- Organise and manage learning sessions with specified groups of pupils
- Completing orders for the department, working alongside the SENCo to manage budget carefully. Ensuring that essential stock is maintained for example; communication books, tests, files for students...
- The ordering of resources/papers to meet deadlines
- Manage the equipment on a daily basis stored and used by the department, laptops and chrome books
- Manage the use of physical resources.
- To keep agenda and minutes of the weekly team meeting and feedback to staff.
- Elicit pupil and parent views and use this feedback to be pro-active
- Manage the performance of both individuals and teams of staff including responsibility for staff development
- Undertake the deployment of staff in line with school requirements
- Advise the management team on any issues affecting the Teaching Assistants
- To communicate with the team of Teaching Assistants and share best practice.

General:

- Work with outside agencies; To facilitate the sharing of information between local agencies, schools, authorities and other learning mentors and be the single point of contact for accessing a range of community and business based programmes and specialist support services for example, the Social and Youth Services , and out of school study support and business and community mentors.
- Liaise with outside agencies; to contribute to the sharing of information between local agencies.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job.
- To ensure all tasks are carried out with due regard to health and safety.
- To undertake appropriate professional development including adhering to the principles of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings
- **Any other duties as commensurate within the grade in order to ensure the smooth running of the school.**