

Higher Level Teaching Assistant and Deputy SENCO – Job Description

Job Purpose

The Higher-Level Teaching Assistant and Deputy SENCO will be expected to:

- Support students with a range of needs both inside and outside the classroom.
- Teach specific groups of students as required to ensure that they access the curriculum and meet their academic targets.
- Supervise and direct Teaching Assistants within the Faculty of Learning.
- Manage day to day running of learning support.
- Lead on and deliver intervention programme for students in need of literacy and numeracy support.
- Coordinate assessments and support for students with EHCPs in accordance with the SEND Code of Practice.
- Complement teachers' delivery of the curriculum and contribute to the development of other support staff, students and school policies and strategies.
- Work collaboratively with teaching staff and assist teachers in the planning cycle and the management/preparation of resources.
- Provide in-class support for students whose behaviour or needs in the classroom are an obstacle to their achievement and that of others.
- Support teaching and other staff in maintaining discipline and following up incidents.
- Support the academy team in creating a professional culture of high expectations in which students feel safe, valued, and motivated to succeed.
- Provide the consistent day to day support necessary to ensure all stakeholders are able to be fully committed to students' achieving outstanding outcomes.
- Undertake additional responsibilities to support the smooth running of the academy where required.

Key Responsibilities

Supporting students

- Teach small groups of students.
- Mentor small groups of students.
- Develop an understanding of the educational needs of the students involved.
- Assist students to learn as effectively as possible in class, group and individual situations.
- Establish a supportive relationship with students.
- Encourage the integration of students into classes.
- Support the inclusion of students in all aspects of school life.
- Help promote and reinforce students' confidence and self-esteem.



- Help keep students on task and build motivation.
- Undertake break and lunchtime duties where needed to support students who find these unstructured times difficult, such as students with ASD.
- Where required, support students with particular duties relating to their physical needs.

Supporting the Director of Learning and Engagement

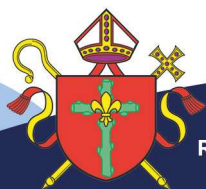
- Lead on TA timetabling, including the coordination of TA support when members of the team are absent.
- Line manage a small number of Teaching Assistants.
- Lead on administration and organisation of breaktime/lunchtime clubs for students with SEND.
- Lead on and coordinate updates for SEND student profiles, learning passports and monitoring of targeted students.
- Contribute to the evaluation of intervention/support programmes by providing regular feedback about students to teachers.
- Contribute to statutory reviews of students' statements/EHCPs.

Leadership of self and others by:

- Liaising with and advising other members of the academy team in order to ensure students' needs are met.
- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets, and taking responsibility for own development.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

Assist in management of the organisation by:

- Liaising with all academy staff, parents and students where required.
- Liaising with external agencies as appropriate.
- The effective use of ICT.



- Where applicable undertaking additional administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment right.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and Governing Body.

Standards/Quality Assurance and Additional Responsibilities

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.
- Adhere at all times to professional business standards of dress, courtesy, and efficiency in line with the ethos and specialism of the academy.
- Compile statistical returns as required.
- Attend team and staff meetings.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy's behaviour code and uniform regulations.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.



Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		<input checked="" type="checkbox"/>
HLTA status		<input checked="" type="checkbox"/>
Experience		
Ability to use ICT to raise attainment	<input checked="" type="checkbox"/>	
Ability to provide high-quality support and feedback to staff	<input checked="" type="checkbox"/>	
Ability to provide high-quality support to students with additional needs	<input checked="" type="checkbox"/>	
Knowledge of the SEND Code of Practice	<input checked="" type="checkbox"/>	
Knowledge of the statutory requirements for students with an EHCP	<input checked="" type="checkbox"/>	
Collaborative teaching methods and working with colleagues in the preparation, assessment, and monitoring of work	<input checked="" type="checkbox"/>	
Experience of managing staff		<input checked="" type="checkbox"/>
Experience of setting up, using, maintaining, and developing student support systems		<input checked="" type="checkbox"/>
Skills and qualities		
Ability to organise and prioritise workload and work on own initiative	<input checked="" type="checkbox"/>	
Excellent written and oral communication at all levels	<input checked="" type="checkbox"/>	
Ability to work under pressure while maintaining a positive, professional attitude	<input checked="" type="checkbox"/>	
Ability to ensure that deadlines are met	<input checked="" type="checkbox"/>	
Ability to work as part of a team	<input checked="" type="checkbox"/>	
Ability to work independently	<input checked="" type="checkbox"/>	
Attention to detail in communication and planning	<input checked="" type="checkbox"/>	
Ability to problem-solve	<input checked="" type="checkbox"/>	
Ability to develop good relations with staff and pupils and the wider school community	<input checked="" type="checkbox"/>	
Well-organised	<input checked="" type="checkbox"/>	
Well-presented	<input checked="" type="checkbox"/>	
Fast and accurate keyboard skills		<input checked="" type="checkbox"/>
Good understanding of database systems to produce reports and statistics		<input checked="" type="checkbox"/>
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations	<input checked="" type="checkbox"/>	
Ability to liaise effectively with a wide range of staff at different levels	<input checked="" type="checkbox"/>	
Vision and values		
Vision and values aligned with the Catholic vision of the Academy.	<input checked="" type="checkbox"/>	
Commitment to working with others to secure the best outcomes for children	<input checked="" type="checkbox"/>	
Skillful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		<input checked="" type="checkbox"/>

