

Level 4 Teaching Assistant / HLTA – SEND Support

Level 4 Teaching Assistant / HLTA - To work under the guidance of teaching/senior staff and within an agreed system of supervision, supporting all pupils in accessing an adapted curriculum within small group and whole class settings under the direction of teaching staff and SLT. Responsibilities involve the management of other teaching assistants including deployment and monitoring; planning, preparing, and delivering learning as well as monitoring, assessing and reporting on pupils' progress and development.

SUPPORT FOR PUPILS

- Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies
- Assist with the assess, plan, do, review cycle of SEND support.
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs including personal care
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher/SLT to establish an appropriate learning environment
- Work with the lead teacher/SLT in planning, evaluating and adjusting plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives/personal targets
- Provide objective and accurate feedback and reports as required, to the lead teacher/SLT 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/SLT, contributing to reviews of systems/records as requested
- Undertake assessment of pupils and accurately record achievement/progress
- Promote positive values, attitudes and behaviours, in line with policy and risk assessments
- At the appropriate level, encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the lead adult/teacher and participate in feedback sessions/meetings with parents with, or as directed

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the development of relevant skills
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, 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/SLT, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. Other duties as may be determined from time to time within the general scope of the post, as the Headteacher may require.