

School/College:	Smithdon High School
Job Title:	Higher Level Teaching Assistant (HLTA) (Senior Support)
Grade:	Scale F (£20,456 - £22,434 per annum FTE) (£10.6029 - £11.6281 per hour)
Hours/weeks:	37 hours per week, 39 weeks per year
Reports to:	SENCO
Key relationships/Liaison with:	Students Parents Heads of Department

Purpose of the Job

The purpose of the role is to champion the learning needs of students to ensure they have every opportunity to make progress in line with national expectations; this will include developing and updating Student Passports.

The post holder will assist the Head of Achievement and Inclusion/ SENCO in the organisation of the Department, including the effective deployment and supervision of the LSA team.

The post holder will also plan, prepare and deliver some group, individual or whole class intervention etc. to students (including alternative qualifications including ASDAN). This will include monitoring, assessing and keeping records of the students' progress. This will be discussed regularly with the Head of Achievement and Inclusion.

Responsibilities

- Under the general direction of the Head of Achievement and Inclusion, to assist in the deployment and monitoring of the work of the LSA team including organising the Head of Achievement's diary.
- To maintain accurate timetables showing the duties of LSA's and records on SIMs.
- To assist the Head of Achievement and Inclusion in maintaining the departmental resource base as a productive, effective, tidy and safe facility.

- To assist in the training of the LSA's and maintain records on the training of the LSA team.
- To assist the Head of Achievement and Inclusion in the production, review and implementation of Student Passports and other information disseminated to staff.
- Produce parts of the annual statement or EHCP review paperwork with the Head of Achievement and Inclusion. Attend annual statement EHCP reviews and review the paperwork from these meetings.
- Under the general direction of the Head of Achievement and Inclusion to ensure the effective administration and conduct of examinations for those students entitled to special consideration.
- To assist in the sourcing and preparation of appropriately differentiated teaching resources, that would aid staff in the classroom setting.
- To prepare, plan and deliver intervention activities to identified individuals and small groups of students, including literacy, numeracy and social skills sessions. Including monitoring, assessing and keeping records of the students' progress. This will be discussed regularly with the Head of Achievement and Inclusion.
- To use ICT effectively to prepare learning activities and prepare resources and maintain records using SIM's.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. . The job description will be reviewed at least once a year and may be subject to modification or amendment.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Ref
Level 2 IT qualification		✓	
Level 2 Maths		✓	

Experience	Essential	Desirable	How assessed
A minimum of one year working with young people		✓	Appl/Int/Ref
Experience of working in a team	✓		
Experience of communicating with customers/clients		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Experience of developing Literacy and Numeracy	✓		Appl/Int/Ref
Demonstrate specific skills and qualities required to support named individual student	✓		Appl/Int/Ref
Skills and knowledge to deal with student safety and behaviour	✓		
Ability to work with teacher to plan lessons	✓		
Commitment to continued personal development	✓		
Assimilate information quickly and prepare succinct summaries		✓	
Ability to work effectively under pressure	✓		
Demonstrate a commitment to equal opportunities	✓		
Ability to adapt resources to meet individual student needs	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Good ICT skills		✓	

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference