

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title	Higher Level Teaching Assistant
Responsible to:	SENCO
Responsible for:	Duties as directed within the classroom/learning support areas
Job Purpose:	To provide support within the school environment to enable any child or children to gain maximum access to the National Curriculum by following clear guidelines provided by involved agencies.

Duties and Responsibilities

The person appointed will assist pupils following a programme of support clearly defined by the SENCO and work alongside teaching and other appropriate staff dependent on the nature of the particular needs of the child or children.

- To work collaboratively with teachers and other staff as an integral part of the teaching team.
- To assist pupils with learning difficulties using a variety of resources which may involve support with reading, writing, spelling and computer-based learning under the direction of appropriate teaching staff.
- To support pupils to develop fully alongside their peer group using a clearly defined intervention programme
- To regularly update the SENCO on progress made by pupils or difficulties faced by individual pupils.
- To become familiar with the differing learning needs and teaching strategies for pupils with ADHD, Autism, Specific Learning Difficulties and other learning problems which might become apparent.
- To support pupils with additional needs which may include sensory impairment or be medical in nature.

- To support pupils with emotional and behavioural difficulties within the classroom under the direction of the SENCO/teaching staff.
- Deliver ERI sessions to students identified via SEN or Pastoral care
- Deliver well planned lessons on a range of topics on occasion
- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist in their educational and development
- To undertake appropriate training to enhance skills or knowledge.
- To collate information regarding pupils and submit reports for annual reviews.
- To assist teaching staff in setting appropriate targets based on objectives set in School Based Support Plans or Education, Health and Care Plans
- To work towards enhancing the Key Stage literacy and numeracy strategies.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

Signed..... Date.....
 On behalf of the Skills for Life Trust

Signed..... Date.....
 Employee

	Essential	Desirable
A good standard of education particularly in English and Mathematics.	X	
Willing to undertake further professional development.	X	
Hold a relevant qualification or equivalent (Learning Support qualification at level 2 or 3).	X	
To have experience of working and supporting students with AEN.	X	
To have experience of working as part of an AEN team.		X
Be able to promote the safeguarding of children.	X	
Be able to meet deadlines.	X	
Be able to follow instructions carefully and accurately so as to ensure compliance with statutory requirements.	X	
To be able to work independently, using own initiative.		X
To be able to work flexible hours to support allocated students in school and at after school activities.		X