

Headteacher: Mrs Victoria Solly  
Chair of Governors: Dr Brian Jacobs



## Kent County Council

### Job Description: HLTA – Pastoral Lead & SENCo Assistant

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**School:** The Federation of Goodnestone & Nonington CEP  
**Grade:** Kent Range 5/6 depending on experience  
**Responsible to:** Line Manager

### Purpose of the Job:

To work with Senior Leaders to organise and support teaching and learning activities for classes and SEN pupils.

The primary focus is to undertake specified work with individuals, groups and whole classes and individual pupils. To provide administrative and organisational support to the SENCo in relation to SEN and Welfare issues.

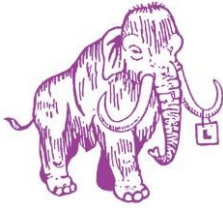
### Key duties and responsibilities:

1. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
2. Assess, record and report on development, progress and attainment
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
5. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants at this level are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
  - b. Provide specialist support to pupils where English is not their first language
  - c. Provide specialist support to gifted and talented pupils
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews





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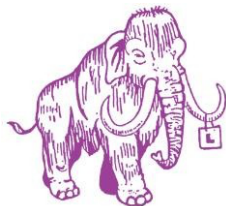


2. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
3. Contribute to the development of policies and procedures
4. Provide short- term cover supervision of classes
5. Supervise or manage the work and development of other classroom support staff
6. Be responsible for the preparation, maintenance and control of stocks of materials and resources
7. Liaise with external agencies on a regular basis
8. Provide pastoral care to pupils for example as head of year or tutor group
9. Be responsible for pupils who are not working to the normal timetable
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Invigilate exams and tests
12. Be responsible for the presentation of displays.

SENCo Assistants in this role may also undertake some or all of the following:

1. Provide administrative and organisational support to the Inclusion Manager including preparing documentation, drafting correspondence, record keeping, coordinating and servicing meetings
2. To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate
3. Under the direction of the Inclusion Manger, maintain and update medical care plans / Pupil Progress records / IEPs and other intervention plans
4. Under the direction of the Inclusion Manager collate and prepare information relating to assessments, statements and referrals to other agencies
5. Under the direction of the Inclusion Manager, undertake routine liaison with external agencies and parents / carers
6. In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – eg school nurse, physio, speech and language, play therapist, school counsellor
7. Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy
8. To provide first aid to pupils, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required. To monitor and order medical supplies as required
9. To collate SEN, welfare and medical data producing routine reports and preparing statistical returns as requested



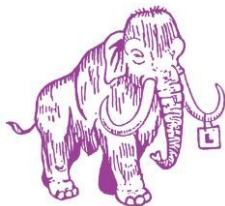


In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. For KCC purposes this post has been rated as DMA Level 1





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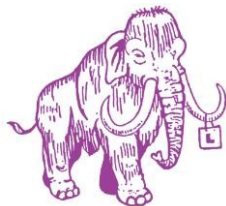
## Kent County Council

### Person Specification: HLTA – Pastoral Lead & SENCo Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA
<b>EXPERIENCE</b>	Successful relevant experience of working with children of relevant age within a learning environment
<b>SKILLS AND ABILITIES</b>	Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
<b>KNOWLEDGE</b>	<p>Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.</p> <p>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</p> <p>Demonstrate a basic understanding of the work of a school</p> <p>Demonstrate an understanding of SEN, medical and welfare issues in a school setting</p> <p>Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims</p>



- Ability to work in an organised and methodical manner and maintain accurate records
- Ability to convey information clearly and accurately orally and in writing to a range of people
- Ability to take personal responsibility for organising day to day workload
- Ability to work effectively and supportively as a member of the school team
- Able to deal calmly, tactfully and effectively a range of people
- Ability to show sensitivity and objectivity in dealing with confidential issues