

Aylesford School: HLTA Teaching Assistant job description

Name	
Responsible to:	SENCO / Assistant SENCO
Responsible for:	<ul style="list-style-type: none"> • Supporting the progress and attainment of students with SEND • Supporting students with a wide range of SEN needs to access the curriculum for example: Working 1:1 with pupils inside and outside of the classroom and • Working with small groups of pupils to adapt and modify the curriculum for pupils with SEND. • Provide bespoke interventions to support the learning of students such as dyslexia support/ phonics interventions/ reading interventions. • Good communication with parents and students and other stakeholders • Building up evidence portfolios and teaching and learning resources • To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. • To deliver learning to individuals, small groups and foundation learning classes as and when required within agreed systems of supervision • Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning; • Provide support to pupils in more specialist areas of learning; <p>A Teaching Assistants at this level is expected to undertake at least one of the following and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required:</p> <ol style="list-style-type: none"> a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND) b. Provide specialist support to pupils with cognition and learning difficulties. c. Provide specialist support to gifted and talented pupils d. Provide specialist support to all pupils in a particular learning area (e.g. literacy, numeracy, National Curriculum subject)
Job purpose:	To be a strategic, highly professional and support to the SENCO and assistant SENCO playing an important role in the continued development of the school on its journey to become outstanding. To contribute to the continual improvement of the quality of teaching in the school.
Remuneration:	

Professional responsibilities:

The post holder will be required to exercise his/her professional skills and judgement to carry out the professional duties set out below:

Strategic Direction and Development

- Support specific areas of improvement and development (specifically developing provision for students with SEND that aims to close gaps in achievement as much as is possible) and make a significant contribution to the strategic development of all aspects of the school
- Play a key role in creating a positive culture and ethos within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.
- Provide a regular and wide range of opportunities for students to work in teams, develop independence and resilience and grow in confidence, to become effective learners and in preparation for adult life
- Liaise effectively with all stakeholders to ensure continued progress for pupils with SEND

Direct Responsibilities:

Support on the progress of SEND pupils across the school:

- To work with the SENCO and assistant SENCO to ensure that gaps in the progress of SEND students and all other students are narrowing.
- To ensure personal and school wide consistency in all work.
- Have the highest expectations students in relation to target setting and aspirations for students' progress
- Implement strategies that secure innovation and sharing of best practice

To support with Access Arrangements across the school:

- To support the SENCO and the access arrangements lead to ensure that the school meets its statutory obligations regarding the new Access Arrangements.

Other Duties:

- To adhere to published school policies and procedures.
- Attend regular meetings with your line manager
- To meet regularly with the support team
- To support with key calendar events such as parent's evenings/transition events
- To attend regular training (internal and external) in order to ensure continued development

Success Criteria

- Year on year increase in progress and attainment of SEND students

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Any other reasonable duties which may be required by the Headteacher and Executive Headteacher

Signed:..... Headteacher

Dated

Signed

Dated