



JOB DESCRIPTION FOR HIGHER LEVEL TEACHING ASSISTANT (INCLUSION)

Name

Job Title **Higher Level Teaching Assistant (Inclusion)**

Line Manager **SENCo**

Responsible to: **Head Teacher**

Pay: **KR6**

General Responsibilities

- To fulfil all the requirements of the Whinless Down Academy Trust Teaching Assistant's Standards
- To attend and be prepared to lead meetings, as directed, for teaching assistants
- To attend meetings, as required by the Senior Leadership Team
- To be aware of the resources available to support learning
- To attend any course or school-based training as required
- To participate in the School's Appraisal System, and keep a record of Professional Development through the school's online appraisal system
- To engage in the induction process for new pupils and staff to ensure they feel welcome and valued
- To deliver learning to a class or groups of children under the guidance of the class teacher / SENCo
- To support the leadership of support staff under the direction of the SENCo
- To take responsibility for the active playground, directing other adults, taking responsibility for the equipment and to ensure that playtime is an enjoyable experience for all pupils
- Plan the playground rota, ensuring a range of activities for all pupils.
- To take the lead in the dining hall, ensuring good behaviour, good support and encouraging good table manners.
- To support others within the Inclusion team using a range of strategies including administration tasks and working directly with children.
- Ensure collective responsibility throughout the team for resources, ensuring they are kept tidy and put away properly, ready for the next person to use.

This job description describes, in general terms, the normal duties which the post holder is expected to undertake. However, the job description or the duties contained therein may be amended from time to time without changing the level of responsibility associated with this post.

Signed.....HLTA Date.....

Signed.....Headteacher Date.....