

## 1. ROLE TITE

**School:** Chilmington Green School

**Reports to:** SENco

**Job Title:** Higher Level Teaching Assistant

**Start Date:** 1<sup>st</sup> September 2025

## 2. PURPOSE OF ROLE

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### **3. RESPONSIBILITIES**

Key duties:

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

Any other duties required, commensurate with the responsibility and level of this post.

Additional Support Needs Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Update pupil records
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required.

### **4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**

- Working at NVQ level 3 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

