



# JOB DESCRIPTION

## HLTA – SEN Room Leader



Grade	KSD
Responsible to	Headteacher and SENCo

### Core Purpose and Values

- Value every individual for their unique personal worth and nurture all individuals to be the best they can be in the Light of God's Love, encouraging them to strive for excellence in every aspect of their lives.
- Encourage every individual to be proud of who they are, of each other, their achievements and of their school.
- Ensure that each individual makes the most of the opportunities and challenges given to them.
- Provide a safe, caring, supportive environment for individuals to achieve.

### Key Duties and Responsibilities

- To work under the direction and guidance of the SENCo and Classroom Teacher to ensure every child makes good or outstanding progress supporting their educational, social and language development.
- To liaise with the SENCo and Classroom Teacher to plan and deliver small group and 1: 1 learning sessions.
- To monitor and accurately record the progress of the children in conjunction with the SENCO and Class Teacher
- Lead and coordinate the work of teaching assistants within the SEN Room, providing guidance, modelling best practice and ensuring consistency in supporting pupils' needs.
- Maintain positive routines and structures to support pupils' regulation and readiness to learn.
- Coordinate timetables for pupils accessing the SEN Room in consultation with SENCo and class teachers.
- Support pupils with a range of SEND, including SEMH, ADHD, ASD, speech and language needs and cognitive learning needs.
- Implement individualised support plans and risk assessments.
- Assist pupils in developing emotional regulation, resilience and social skills.
- Provide de-escalation support and restorative practice following incidents.
- Maintain detailed records in line with safeguarding, SEND and data protection requirements.
- Contribute to the creation and review of Personalised Plans and Behaviour Support Plans.
- Work closely with external professionals (EPs, SALT, OT, CAMHS) to implement recommendations.
- Set up, resource and maintain a high-quality learning environment tailored to sensory and behavioural needs
- Any other reasonable request as directed by the Headteacher, SENCO or Class Teacher

### Other Responsibilities

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.
- Support first aid and medical needs of the children within the classroom (training will be provided for more complex medical needs)
- Supervise pupils at break and lunchtimes, ensuring safety, positive relationships, and meaningful social interactions.

- Any such other duties as the SENCo, Class Teacher, or Headteacher may from time to time require.

### Skills & Knowledge

- Experience supporting pupils with SEND in a primary setting.
- Strong behaviour management and de-escalation skills
- Ability to plan, lead, and assess small-group or 1:1 interventions.
- Excellent communication and teamwork.
- Warmth, empathy and resilience.
- Knowledge of SEND Code of Practice.

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