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AI-generated content may be incorrect.

***‘Helping every person achieve things they never thought they could’***

**JOB DESCRIPTION**

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| **Job Title** | **HIGH LEVEL TEACHING ASSISTANT** |
| **Status** | PERMANENT |
| **Pay Range** | **GRADE F SCP 17-23.**  **ACTUAL ANNUAL SALARY (£26,403 - £29,307)** |
| **Hours of Work** | **37 HOURS. Term time plus 10 days** |
| **Primary Purpose of the Job and** | * To complement teachers’ delivery of the curriculum and contribute to the development of other support staff, pupils and academy policies and strategies * To design and implement highly effective targeted support for groups of pupils with SEND, including 1:1 specialist support where necessary. * Commit to professional development to enhance knowledge around the four key areas of need in line with the SEND code of practice and commit to developing a specialism * Design and deliver training programmes within the four areas of need and work collaboratively with teachers to enhance pedagogical strategies to support pupils’ progress within an area of specialism |
| **Responsible to** | SENDCO |
| **Principal Responsibilities** | **KEY RESPONSIBILITIES**   * Promote and support the inclusion of students and have high expectations of all children particularly children with SEND in line with the SEND code of practice * Develop and prepare resources for learning activities in accordance with the curriculum intent for a specific subject and in response to pupil need. This can be 1:1, with small groups or with whole classes (in exceptional circumstances) * Deliver effective and personalised interventions to small groups of students, individuals and if required whole classes * Contribute to the planning of opportunities for students to learn in out -of-school contexts in line with academy policies and procedures * Provide effective feedback on pupil responses to learning activities, interventions and pupil behaviour to teachers, pupils and where necessary ?parents and carers * Motivate and support pupils’ learning by using highly effective and research led teaching activities and strategies * Assess pupils’ responses to learning tasks where relevant and where necessary modify teaching methods / strategies to meet individual or group needs * Create, update and adapt pupil SEND passports and ensure there is clear communication with teachers and parents and carers * Initiate, monitor and review the Early Help process for pupils and their families when necessary * Support the SENDCO to effectively and strategically deploy Teaching Assistants * Support the SENDCO to monitor and evaluate the effectiveness of teaching strategies for children with SEND under the 4 areas of need. * Use effective behaviour management strategies in line with the academy’s behaviour policy to contribute to a purposeful and disruption free learning environment * Organise and safely manage the learning environment and any resources that are used * Employ strategies to promote independence from pupils and recognise and reward pupils in line with the core values of the academy * Provide support for pupils’ mental health and wellbeing in line with the policies and practices of the school * Provide physical support for pupils as and when necessary and maintain equipment and any specialist equipment used by pupils * Foster and maintain constructive and supportive relationships with parents and carers, exchanging appropriate information, facilitating support to improve attendance and access to learning. * Assist teachers and the SENDCO by liaising with external agencies, specialist staff and professionals involved with any pupil. These may include social workers, health visitors, speech and language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists * Support the Hub Lead to effectively manage The Hub so it always promotes a conducive environment for learning and lead the Hub in the Hub Leads absence under the direction of the SENDCO. |
| **Additional Responsibilities:**   * Deal with any immediate problems or emergencies according to the academy’s policies and procedures * Respect confidential issues linked to home/students/teachers/academy work following the Trust’s Data Protection and Freedom of Information Policy * Fire Marshall duties in the case of fire and /or emergency evacuation where applicable * To comply with the academy’s Safeguarding procedures, including regular liaison with the academy’s Designated Safeguarding Lead (DSL) over any safeguardiung issues or concerns * To comply with the academy policies and procedures at all times * Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the academy/organization | |
| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.** | |

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| **Date Job Description prepared/updated** | May 2025 |
| **Job Description prepared by** | Mr D Mckeon |