

Job Description – SEN HLTA

Job Title	SEN HLTA
Grade	Scale 7, points 19-24, within the range £24,391 to £27,230 including LFA Part-time, 37 hours per week, 39 working weeks
Reports to	SENDCo
Job Purpose	<ul style="list-style-type: none"> To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
Duties – Unless specifically stated these duties relate to both Teaching and Support staff.	<ul style="list-style-type: none"> To support the SENDCo in the identification of SEND students and help implement, assess, plan review cycle. Work with individuals and groups or pupils, under the direction of the SENDCO, to support learning To maintain Student SEND Records To develop a secure understanding of the SEND Code of Practice and the impact SEND has on teaching and learning. To support the SENDCo in the identification of SEND students and help implement, assess, plan review cycle. Timetabling teaching assistants to ensure that SEND students are sufficiently supported. Establish and maintain relationships with individual pupils and groups including acting as a key worker for specific SEND students. Weekly attendance at team meetings and other relevant meetings. To ensure that confidentiality is maintained. Ability to work one to one with SEND students as required. Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence. Liaise with staff and other relevant professionals and provide information about students as appropriate. Contribute to the development and implementation of One plans and EHCP meetings for students and attend/contribute to review meetings. Support transition. Support the role of parents/carers in students' learning and contribute

	<p>to meetings.</p> <ul style="list-style-type: none"> • For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioner and appropriate training. • For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, as required, whilst encouraging independence. • Organise and manage appropriate learning environment and resources across subjects. • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence and attainment.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's equal opportunities policy. • The Local Schools Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

December 2022