

Higher Lever Teaching Assistant SEN – Grade 4

Full time – Mon-Fri Term Time 35 hrs, 39 weeks, to begin Sept 24

Fixed term until 31/08/25

Job Purpose

To manage the day to day arrangements and curriculum, under the supervision of the SENDCO, of our Enhanced Resource Provision. Working with Class Teachers, you will use specialised knowledge and skills to provide children with a fulfilling and enriching curriculum as per EHCP's and Support Plans.

Duties and Responsibilities

- Undertake appropriate planning, preparation and monitoring of lessons and interventions for individuals and groups.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher/SENDCO as appropriate.
- To work collaboratively with classroom teachers in the planning and implementation of personal plans for individual children.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals.
- Assist the teacher in supporting individuals or groups of pupils with the full range of curriculum activities, this may include visits and special events.
- Implement agreed learning activities/teaching using strategies in liaison with the SENDCO/teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the SENDCO/teacher on pupil achievement, progress and other matters.
- Establish productive working relationships with pupils providing feedback in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock.
- Undertake supervision and discipline of pupils within the procedures of the school.
- Promote pupil independence in learning and curriculum access and employ strategies to recognise and reward achievement of self-reliance.

- Ensure that pupils can safely use equipment and materials provided.
- Support the implementation of specialist programmes under the guidance of the multidisciplinary team, for example speech and language therapists, sensory support or occupational therapists.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCO/teacher, to support achievement and pupil progress.
- Assist the SENDCO/teacher in monitoring and analysing records of pupils' progress.
- Utilise IT in learning activities and develop pupils' competence and independence in its use.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and specific care and the welfare of pupils.
- Support and contribute to the overall values/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Participate in personal and professional development activities to meet the changing demands of the job.
- Attend and participate in relevant whole school and class meetings as required
- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
- Any other duties and responsibilities within the range of the salary grade.

The post holder will be required to hold a level 4 HLTA Qualification with additional SEN training.