

Main responsibilities:

- To contribute to the teaching of students in the Learning Support Unit ensuring good progress.
- To provide support to teachers in classrooms through working with individuals and small groups.
- To support individual or small groups of students at break and lunchtime, when required. Promote the inclusion and acceptance of students within the Learning Support Unit and within the school.
- Lead and supervise the after-school Homework Club, ensuring effective support for participating students.
- Contribute to the overall ethos, aims and work of the school.

Specific responsibilities:

- Establish productive working relationships with students in the Learning Support Unit, acting as a role model and setting high expectations.
- Write, monitor and review student support plans for students in the Learning Support Unit, drawing upon advice from support services, and following best practice in line with the code of practice for SEND and published criteria for meeting additional needs.
- Assess, plan, do, and review cycle and other learning strategies and planning interventions.
- Motivate students to complete programmes of work, and to achieve their targets on student support plans. To mentor and engage with pupils, parents and outside agencies who have autism or communication needs.
- Manage the behaviour of the students, promoting and maintaining order and a calm working environment, including the school's behaviour policy.
- Promote the use of ICT with students in the Learning Support Unit. Ensure the health, safety and welfare of students is maintained at all times.
- Deal with any problems in accordance with school policies and procedures.

Organisation

- Work with the class teacher, KSL and SENDCo in identifying students requiring additional support.
- Participate in regular review meetings for students.

Liaison

- Liaise with teaching, and support staff, and outside agencies, regarding programmes of

work for students.

- Maintain regular communication with the KSL, SENDCo and parents/carers as necessary.

Resources

- Be responsible for the development of resources to support the learning and personal and social development of students in the Learning Support Unit.
- Be responsible for the system to collect resources from subject areas to support the learning of students in the Learning Support Unit
- Be responsible for the system for storage and maintenance of Learning Support Unit resources.

Development and Training

- Undertake training and professional development in relation to the role.
- Contribute to the provision of training for any members of staff or groups of staff, including non-teaching staff, in the area of Student Support.

Other

- Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post.

Bishop Ullathorne Catholic School Personal Specification

Higher Level Teaching Assistant

Knowledge	<ul style="list-style-type: none">• Understanding of relevant codes of practice and legislation.• Understanding of child development and learning.• Training in relevant learning strategies.	Essential Essential Desirable
Skills and abilities	<ul style="list-style-type: none">• To support the distinctive ethos of this catholic school.• To assist in devising and implementing action plans for individual students.	Essential Essential Essential

	<ul style="list-style-type: none"> • Good verbal and written communication skills in face-to-face situations, in the production of accurate written records and formal notes, and the provision of support to the senior leadership team. • To raise students' aspirations and self-esteem. • To engage constructively with, and relate to, a range of young people and with their families and carers • To assist in identifying and setting targets for the development of individual students. • To work effectively with teachers and senior leaders within the school. • Ability to organise, lead and motivate groups. • To work effectively and network with a wide range of support services. • Ability to work independently on own initiative and also as part of a team. • Ability to prioritise own workload and meet deadlines/targets as necessary. 	<p>Essential Essential Essential</p> <p>Essential</p> <p>Essential Essential</p> <p>Essential</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age and/ or with specific special needs. • Individual and group support for children and young people. 	<p>Essential</p> <p>Desirable</p>
Education	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards. 	<p>Essential</p>

	<ul style="list-style-type: none"> • Training in relevant strategies e.g. autism and/or speech, language and communication needs and/or in a particular curriculum/ learning area such as English, ICT etc. • English and Mathematics GCSE grade C/ 4 or above or the equivalent qualifications 	<p>Essential</p> <p>Essential</p>
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