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**JOB DESCRIPTION**

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| **School:** | Clenchwarton Primary School part of West Norfolk Academies Trust |
| **Job Title:** | Higher Level Teaching Assistant (HLTA)- Specialising in SEN |
| **Grade:** | Scale F, Point 12 – 17, £11.70 - £12.92/hour, Approx £ 19,327.53 – £ 21,338.97 (£22,571 - £24,920/year FTE per annum, based on a 37 hour week)  |
| **Hours/weeks:** | 30 hours/week, 39 weeks/year (term time +1) Fixed Term 1 Year contract |
| **Responsible to:** | Head TeacherMembers of the Senior Leadership Team (SLT)SENCo and 1:1 Teacher |
| **Working With:** | Pupil1:1 TeacherMidday Supervisory AssistantsMembers of the Senior Leadership Team (SLT)The Head Teacher |

**To Apply**

Please visit the vacancy pages at www.westnorfolkacademiestrust.co.uk.

Please send a letter of interest plus application form to recruitment@westnorfolkacademiestrust.co.uk

**Purpose of the Job**

* Support a named pupil with their complex needs, social and emotional needs, speech and language development providing daily dedicated time.
* To take a lead role alongside the teacher with the implementation of the individual pupil support plan, i.e. EHC plans to ensure that the school is meeting the specific needs of the pupil.
* Support the pupil in specific lessons across the school following a differentiated curriculum
* Support within the learning environment, to promote independence, inclusion, acceptance and equality including break and lunch times.
* Provide support for specific learning programmes including communication, vocabulary, reading and precision teaching.

**Main Duties**

**Planning**

* Plan and prepare differentiated lessons with the teacher participating in the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
* Contribute to the planning of opportunities for the pupil to learn in out-of-school contexts in line with school policies and procedures.

**Teaching and Learning**

* One to One teaching for a child with specific needs
* Provide the programmes and daily routine that the child requires
* Provide verbal/written feedback on lesson content, pupil responses to learning activities and behaviour, to the teacher.
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, SEN outcomes and learning objectives.
* Ensure pupil has equal access to opportunities to learn and develop.
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupil to interact and work co-operatively with others.
* In accordance with arrangements made by the Headteacher, progress pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where and when appropriate.
* Organise and safely manage the appropriate learning environment and resources.
* Promote and reinforce pupil’s self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
* Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

* With teachers, evaluate pupils’ progress through a range of assessment activities.
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet needs
* Assist in maintaining and analysing records of pupils’ progress.
* Contribute to and attend reviews for the pupil.
* To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

**Mentoring, Supervision and Development**

* Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

**Behavioural and Pastoral**

* Understand and implement school child protection procedures and comply with legal responsibilities.
* Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
* Provide support and assistance for pupil’s pastoral needs.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
* Support pupil during break and lunchtimes.
* Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

**Promotion of School Values**

There is a requirement for this post holder to:

* Contribute to whole school events as and when required.
* Positively support the work of West Norfolk Academies Trust and develop strong working relationships with Trust staff to ensure the school maximises the benefits from the Trust partnership.
* Support and contribute to the School’s commitment to safeguarding all students.
* Maintain awareness of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
* Comply with the codes of conduct, regulations and policies of the School and Trust and its commitment to equal opportunities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health and expects all staff and volunteers to share in this commitment. All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list.

The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Ref |
| Speech & Language Development Qualification |  | **🗸** |
| Level 2 IT  |  | **🗸** |
| Level 2 Maths | **🗸** |  |
| SEN HLTA qualification | **🗸** |  |  |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Speech & Language Development of students | **🗸** |  |  |
| Experience of working with children with complex special educational needs | **🗸** |  |  |
| Significant experience working with young children | **🗸** |  | Appl/Ref |
| Experience in leading small groups/whole class | **🗸** |  |
| Working closely with others as part of a team | **🗸** |  |
| Experience of managing behaviour effectively | **🗸** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Experience of developing Literacy and Numeracy | **🗸** |  | Appl/Int/Ref |
| Ability to demonstrate skills and qualities required to support individual students | **🗸** |  |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  |
| Ability to work with teacher to plan lessons | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Ability to assimilate information quickly and prepare succinct summaries |  | **🗸** |
| Ability to work effectively under pressure | **🗸** |  |
| To have a commitment to equal opportunities | **🗸** |  |
| Ability to adapt resources to meet individual student needs | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Good ICT skills |  | **🗸** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others | **🗸** |  | Appl/Int/Ref |
| Positive attitude to work | **🗸** |  |
| Supporting positive mental health within the school | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent attendance and punctuality | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |