

Job Description and Person Specification	
Job Title	Higher Level Teaching Assistant
Department	Taverham High School
GR Number	9005
Grade	F 12 -17
Responsible to	Responsible to SENCO
Responsible for	Supporting inclusion and progress through carrying out <ul style="list-style-type: none"> • assessments to inform support for learners with SEN and EAA • administrative tasks as required to support the SENCO intervention and learning support for learners
Effective Date	June 2022

Role and Context	
Job Purpose	<ul style="list-style-type: none"> • Carry out assessments with learners to determine their eligibility for Exam Access Arrangements (EAA) and indications of learning difficulties as requested by and reporting to the SENCO. • Work with learners with additional needs to support their progress • To provide clerical support to the SENCO to support the effective and efficient delivery of SEN support including:
Context	Job family: Classroom and Pastoral

Accountabilities
<ul style="list-style-type: none"> • Undertake appropriate assessments in line with the JCQ regulatory guidelines to identify learners eligible for Exam Access Arrangements (EAA) including liaison with teachers, learning support assistants, JCQ and parents. • Submit timely formal applications for learners entitled to EAA. • Undertake annual obligatory JCQ training. • Collate timetables to ensure provision is delivered as allocated • Within the context of the nurturing ethos of the SEN HUB, provide emotional and/or mentor support to learners to positively attend and engage in their lessons. • Regularly collate assessment, tracking, behaviour and attendance data; identifying and reporting trends and anomalies to the SENCO.

- Prepare and maintain records required to monitor and communicate SEN provision and impact such as Learning Summaries, SEN Support Plans and EHCP annual review paperwork, SEN Quick reference guide, SEN Register.
- Provide clear and timely communication with families, colleagues and other professionals to support assessment and review of learners' needs and collaborative approaches to SEN support.
- Carry out assessments using standardised assessments available in school, as requested by and reporting to SENCO and feedback to parents as requested.
- Undertake administrative tasks to support effective delivery of SEN provision
- Support and execute referrals to external agencies as requested.
- Support the coordination and delivery of transition support for learners entering year 7.
- Prepare and deliver learning support / intervention sessions to individuals or groups of learners with special educational needs.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • HLTA or Qualified Teacher Status • To have or be willing to undertake: BPS Test User Educational Qualification (CPT3A) 	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status • Level 5 or level 7 Dyslexia qualification
Experience	<ul style="list-style-type: none"> • Working within a school environment. • Planning and delivery of intervention and learning support programmes 	<ul style="list-style-type: none"> • Administering assessments of learning needs. • Delivering amanuensis support in exam conditions. • Consulting external agencies. • Working with young people with identified SEN
Skills / Knowledge	<ul style="list-style-type: none"> • Ability to manage time effectively. • Effective communication skills. • Competent use of IT including Microsoft Office: Word and Excel • Knowledge of the SEND Code of Practice. 	<ul style="list-style-type: none"> • Knowledge of JCQ regulatory guidelines for Exam Access Arrangements. • Knowledge of the Education health and care plan process. • Ability to compile informative and concise feedback summary reports.

General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Academy, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.