

# Stepney All Saints School

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Headteacher: Mr P Woods

## Trainee Higher Level Teaching Assistant Job Description

Role title	Trainee Higher Level Teaching Assistant
Purpose of role	To provide higher level support for teaching and learning under the direction of the SENDCo, Deputy SENDCos and subject teachers and to lead and supervise learning support staff
Working hours	35 hours per week for 39 weeks per year (term-time only position)
Line Manager	SENDCO and Deputy SENDCos
Grade of Post	Scale 5 point 12 (£27,009 pro rata)

### Key Duties:

1. Work with individuals and groups of students, under the direction of the SEND Coordinators and subject teachers, to support learning
2. Plan and deliver targeted interventions under the direction of the SEND Coordinators and subject teachers
3. Contribute to planning and evaluation of lessons within a framework set by the teacher
4. Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence
5. Liaise with staff and other relevant professionals and provide information about students as appropriate
6. Contribute to the development and implementation of Learning Support Plans for students and attend and contribute to reviews
7. Support transition from one key stage or year group to another
8. Support the role of parents/ carers in students' learning and contribute to meetings
9. Line-manage a team of classroom support staff
10. For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioners and appropriate training
11. For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, as required, whilst encouraging independence
12. Successfully complete additional training and professional development

### All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake First Aid training
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

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Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: