



JOB DESCRIPTION

Post Title:	Higher Level Teaching Assistant & SEND Administrator
Working Time:	35 hours per week – 39 weeks/year including 5 INSET days Full time, Term Time Only
Salary/Grade:	GRADE: 4 [Points 9-17]
Hours of work:	Monday to Friday: 8.30 to 4.00 pm (30 minute unpaid lunch break)
Line Manager:	Special Educational Needs Co-ordinator (SENCO)
CRB/DBS Disclosure Level:	Enhanced with Children's Barred List Check

Main Purpose:

The HLTA/SEND Admin will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- To provide confidential management and SEND administrative support for the day-to-day operation and strategic planning for the SEND department, including support to teachers.
- To support the provision of an effective and efficient administration service
- To line manage the Learning Support Assistants

General Responsibilities:

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent, and our safeguarding and Child Protection policies).
- Promote the safeguarding of all pupils in the school.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies and procedures or other documentation available to all staff.

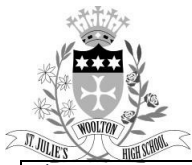
HLTA Duties & Responsibilities:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.

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- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how they will support the inclusion of pupils in the learning activities.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils with whom they work.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Health and safety

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

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SEND Administrator Duties & Responsibilities:

- To provide a professional, confidential, administrative and secretarial service for the SENCo
- Support the SENCo in communications with students, parents and external agencies as required.
- Provide a first point of contact for students, staff, parents, and external agencies.
- Receiving visitors, speakers and prospective students and showing visitors around
- Use BromCom and Provision Map to track and evaluate data, liaising with the SENCo, tutors and parents. Identify patterns to inform appropriate action.
- Produce and manipulate data and reports as required.
- Under direction, liaise effectively to ensure that information is shared appropriately.
- Support the preparation for student admissions and ensure a fully coordinated process is operated and staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the procedures and documentation.
- Process EHCP applications to deadline
- Process paediatric referrals to deadline.
- Undertake routine administration to include distribution of internal/external mail.
- Photocopying and related liaison with Main Admin Office and Finance Office
- Liaise with the Examinations Officer regarding the organisation of examinations and dissemination of examination entry information for SEND students.
- Maintain accurate and up-to-date, centrally held records of students on BromCom and Provision Map and produce reports and statistics as required e.g. leavers, retention and student destinations. Create and maintain material for the SEND Information
- To develop and manage the SEND filing system (including emails, records of telephone conversations) the archiving retrieval and disposing of SEND information as appropriate.
- Student and parent voice; set up questionnaires and produce reports for the SENCo
- Administer Learning Support Events, e.g., Open Evening, Review Evenings.
- Data input, including maintenance of student records and updating changes on BromCom and Provision Map
- Arrange & minute meetings as required.
- Promote equality and enable the educational and social inclusion of all students.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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