



FORRES SANDLE MANOR

HIGHER LEVEL TEACHING ASSISTANT JOB DESCRIPTION

Hours: Full time, 35 hours per week. Working hours: 8:30 – 16:30 Monday to Friday (to include a 55-minute lunch break), term time only.

Accountable to: SENCO

Salary: £27,000 per annum

Holiday entitlement: School holidays

Other benefits: Daily home-cooked lunch and free on-site parking. Fee remission for dependents may be available for an exceptional candidate.

Job Purpose:

To provide individual 1:1 teaching (or small group) and support for students with SpLD/ SEND, and those who need support to access the curriculum.

To monitor the progress of students taught, personal profiles and liaising with subject staff, parents and specialists.

To screen, test and assess pupils as required.

Successful candidate:

- Experience of working as a 'TA' or HLTA, with a relevant professional qualification, and knowledge and skills to support students with varied special educational needs and disabilities.
- An ability to establish positive and effective working relationships with students, parents, staff and other stakeholders.

- Enthusiasm to participate fully in all areas of school life.
- Willingness and enthusiasm to undertake additional training to support student needs and engagement with educational research.
- An ability to adapt to practice and contribute towards the SEND vision.
- To have an empathetic demeanour in a bid to understand and effectively support students with SEND.

The role will:

- Complement the professional role of the teacher by supporting teaching and learning, contribute to and implement curriculum programs for EHCP, SEND and lower attaining students.
- Involve, overseeing, manage and shape the interventions in place within the department.
- Involve creating, monitoring, and evaluating student passports
- In liaison with the SENCO and use data to identify the needs of specific students, and plan timely targeted interventions to support and develop the learning of these students.
- Involve leading a small group and 1:1 intervention session.
- Involve supporting and developing colleagues (Teaching staff and SEN Staff) by providing CPD and sharing best practice.
- Involve liaising with students with specific learning needs to best support their attendance, engagement, and progress in school.
- Proactively liaise with external agencies and parents /carers regarding progress and engagement of students.
- Involve being part of a team of professionals to create actions plans and contribute to whole school improvement.

Personal Qualities

Ability to inspire children with a love of learning, whilst also ensuring the curriculum is accessible to all.

Energy, empathy, resilience, flexibility, and dynamism with the determination to create productive learning environments and excellent outcomes for all children.

Strong personal-relations and team-working skills to engage with staff, pupils and parents.

High standards of professional behaviour with commitment to the ethos of the school.

Safeguarding

Forres Sandle Manor is highly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau) and undergo due diligence checks on social media use.

All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Forres Sandle Manor is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. As we continue to grow, we know that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our children and young people.