

## Job Description

### HLTA/Learning Mentor/Assistant SENCo

<b>Job Title</b>	<b>HLTA/Learning Mentor/Assistant SENCo</b>
<b>Grade</b>	Band 3 to midpoint
<b>Reports to</b>	Pastoral Lead/Head of Schools
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Staff, pupils, parents, medical professionals, education professionals
<b>Job Purpose</b>	<p>To work with teachers as part of a professional team to support learning activities for classes. The primary focus will be to work under the professional direction of teachers and within an agreed system of supervision in delivering lessons set by or with teachers.</p> <p>To assist in leading and managing the provision of special educational needs learning support; and to take on the role of Assistant SENCO to support high quality teaching, effective use of resources, and effective systems and processes to ensure good provision for pupils with special educational needs.</p> <p>To remove barriers to learning for vulnerable children, particularly supporting parents and pupils to improve school attendance, thereby raising attainment.</p>
<b>Duties and responsibilities</b>	<p>The primary role of the HLTA/Learning Mentor/Assistant SENCO is support the day-to-day operational work of the pastoral function of the school. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• To uphold and promote HEARTS values in all aspects of your work</li> <li>• To assist in the leadership of learning support staff</li> <li>• To assist the Pastoral Lead in leading the provision for special educational needs and vulnerable children within school, liaising with the Head of Schools as required</li> <li>• To manage appropriate learning resources and to ensure that they are used efficiently, effectively and safely</li> <li>• To develop curriculum resources to ensure that vulnerable pupils and pupils with SEND have the necessary levels of support</li> <li>• To support the Pastoral Lead in managing the implementation of an inclusive curriculum</li> <li>• To support the Pastoral Lead in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes</li> <li>• To support parents and pupils with strategies to remove barriers to learning</li> <li>• To monitor pupil attendance, producing letters, reports, daily calls etc</li> <li>• To teach classes and groups as allocated by the Head of Schools</li> <li>• To cover classes</li> </ul>

<b>Pupil outcomes and teaching</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupils and differentiate curriculum content according to the needs of students.</li> <li>• Plan and deliver specific programmes with individual pupils or groups appropriate to their developmental needs throughout different curriculum areas.</li> <li>• Be fully involved in the planning and development of independent social and interpersonal skills and undertake activities to support the personal, social and emotional needs of students.</li> <li>• Assist in the devising of students' individual targets and their monitoring and review.</li> <li>• Monitor and record student progress on a regular basis and prepare reports as required.</li> <li>• Assist in the specific medical/care needs of students when specific training has been undertaken.</li> <li>• Monitor pupil attendance daily, ensuring barriers to good attendance are removed.</li> <li>• Take responsibility for the work of a whole class when their teacher is absent, assisting students with work set by the teacher and managing behaviour.</li> </ul>
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the provision of SEND, including the allocation of support time, the writing of provision plans and applying for statutory EHC plans as required</li> <li>• To work with leaders of pastoral staff across the Trust on improving provision and sharing best practice</li> <li>• To attend training as required.</li> <li>• To liaise with relevant outside agencies to ensure that the needs of individual pupils are met effectively</li> <li>• Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies</li> <li>• Ensure that the SEN Register and vulnerable pupil list is kept accurate and up to date and that staff are kept informed of pupil special educational needs</li> <li>• Work with the Pastoral Lead and other staff to ensure that provision plans are used to set subject-specific targets and match work well to pupils' needs</li> <li>• Support the monitoring of the effectiveness of provision plans and arrange and attend annual reviews</li> <li>• Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods</li> <li>• Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils</li> <li>• Use data effectively to identify pupils who have poor attendance and where necessary create and implement effective plans of action to support those pupils</li> <li>• Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of pupils.</li> <li>• Work with the Pastoral Lead to promote an inclusive curriculum</li> <li>• Support meetings of staff, communicate information and co-ordinate resulting action</li> <li>• Monitor with the Pastoral Lead the day-to-day management of the Learning Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of Learning Supports of different pupils</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with the Pastoral Lead to manage the budget and resources allocated to pupils with SEND</li> <li>• To deputise for the Pastoral Lead at meetings and events</li> <li>• To undertake other duties, as required by the Head of Schools, as appropriate to the grade of the post</li> </ul> <p>In order to perform this role well, the HLTA/Learning Mentor/Assistant SENCO is expected to:</p> <ul style="list-style-type: none"> <li>• Maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies</li> <li>• Act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required</li> </ul>
<b>Administration and professional development</b>	<ul style="list-style-type: none"> <li>• Update pupil records as appropriate and assist the Pastoral Lead with more complex paperwork as and when necessary</li> <li>• Attend LSA meetings as directed</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure</li> <li>• Devise strategies to improve pupils' well being</li> <li>• Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans</li> <li>• Conduct administration tasks within the department including the use of computers, video equipment and photocopiers</li> <li>• Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development</li> <li>• Keep provision maps for intervention and produce reports when necessary</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in providing a purposeful, orderly and supportive environment for learning.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• To follow the Trust and school policies and procedures</li> <li>• To attend staff training and meetings as appropriate</li> <li>• To be aware of the confidential nature of issues related to home/pupil/teacher/school</li> <li>• The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

Signed \_\_\_\_\_

Date \_\_\_\_\_