

**HARWICH AND DOVERCOURT HIGH SCHOOL  
JOB DESCRIPTION**

<b>Job title:</b>	Lead LSA (Communication, Interaction & SEMH)
<b>Job grade:</b>	Scale 5, Point 8
<b>Responsible to:</b>	SENCo
<b>Hours/Weeks:</b>	28.5 hours, 39 weeks (term-time plus INSET days)
<b>Liaison with:</b>	Teachers, students, parents and outside agencies

**Main Purpose:**

1. To provide support for SEND students, and the school, in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.
2. To coordinate and lead intervention for underachieving SEND students, including One Planning as part of the Assess, Plan, Do, Review cycle.
3. To liaise with SENCo, Heads of Department and teaching staff to decide TA support requirements across the curriculum.
4. To lead and supervise the work of a small team of teaching assistants/learning support staff.

**Main duties and responsibilities:**

- To work with individual pupils and groups, under the direction of the SENCo, including the provision of alternative curriculum pathways in order to raise achievement for SEND students.
- To help pupils, specifically with needs relating to Communication & Interaction and SEMH, to access the full curriculum, at the same time promoting independent learning.
- To observe pupils' performance, and using the systems in place in the school, provide the SENCo with feedback on pupil progress and help to maintain individual and group records.
- To contribute to the planning and evaluation of learning activities, including One Planning as part of the APDR cycle, for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To develop and draw on specialist skills and knowledge to respond effectively to pupils with special educational needs relating to Communication & Interaction and SEMH.
- To contribute to the transition programme for SEND students between Primary and Secondary and on entering the Sixth Form College.
- To act as coordinator to other teaching assistants.