

JOB DESCRIPTION - HLTA

Salary / Grade range	Grade 5, point 13 - 19 Pro rata of £24,225.36 - £26,723.34 Estimated actual salary £24,225.36 35 hours, 8.15-3.45 term time only (13 weeks holiday) + 5 training days
Responsible to	Ultimate Responsibility To the Governors through the Headteacher Immediate Responsibility Assistant headteacher Inclusion and Deputy Headteacher
Main contacts	All members of the teaching and non-teaching staff, pupils and external agencies

Main Purpose of the Role

The role ensures that all students with SEND are identified, supported, and able to access their education effectively by strategically supporting provision, processes, and collaboration with staff, families, and external professionals, without undertaking in-class support duties.

Key Responsibilities

- Annual Reviews: Attend and contribute to EHCP review meetings; complete and submit relevant documentation.
- Access Arrangements: Assist in coordinating exam access arrangements, evidence gathering, and liaising with the Exams Officer and SENCO.
- EHCP Applications: Compile reports and evidence for EHCP applications and reviews.
- Progress Tracking: Maintain robust tracking systems for SEND provision, interventions, and statutory processes.
- Referrals: Manage referrals to external agencies (e.g., SCP, CAMHS, ADHD assessments) and follow up as required.
- External Liaison: Serve as a point of contact for CAMHS and health professionals to ensure effective communication.
- Parental Engagement: Maintain proactive communication with parents/carers about SEND support and pupil progress.
- Classroom Inclusion: Promote inclusive teaching by sharing strategies and resources for pupils with specific needs (e.g., dyslexia).
- IEPs: Contribute to the creation and monitoring of Individual Education Plans.
- SEND Identification: Work with staff to identify pupils with emerging SEND and initiate timely interventions.
- Observations: Conduct pupil observations to inform support planning.
- Timetabling: Lead the planning and coordination of TA deployment based on pupil needs and EHCP requirements.

'Striving for excellence in all that we do'

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Achievement
Love
Responsibility
Diversity

Whole School Commitment

- Promote equality and diversity in all areas of responsibility.
- Contribute to the spiritual and moral development of the school community.
- Uphold high standards of conduct, attendance, and professionalism among students.
- Encourage active parental and community involvement in school life.

Note: This job description may be subject to reasonable changes following consultation, to reflect the evolving needs of the school.

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives. In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

PERSON SPECIFICATION

Listed below are the minimum requirements, which are considered necessary for the post. In your application, please address each of the areas **asterisked**, giving details of your experience together with examples of how you have undertaken tasks which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
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1. Training, Qualifications, Experience:

1.1	Experience of working in a teaching and learning environment	Application Form
1.2	To have recent experience of professional development and self-awareness of professional needs	Application Form
1.3	To have recognised degree qualifications or experience appropriate to this level of work	Application Form
1.4	To have or be working towards a HLTA qualification	Application Form

2. Interpersonal Skills:

To be able to communicate and co-operate effectively by:

2.1	Good communication skills to suit a range of audiences and contexts	Interview
2.2	Establishing and maintaining good relationships, in particular with students, parents and colleagues	Interview

3. Management and Organisation:

To be able to manage and organise effectively by:

3.1	Being organised and efficient to support positive pupil outcomes both within and outside of the classroom	Application Form/Interview
3.2	Being adaptable to new demands of the job	Application Form/Interview
3.3	Being well organised in administration	Application Form/Interview
3.4	Working as part of a team	Application Form/Interview

Understanding and awareness of:

4.1	Annual reviews and EHCPs	Application Form/Interview
4.2	The four areas of SEND need and how best to support	Application Form/Interview
4.3	Referrals, such as ADHD and SCP	Application Form/Interview
4.4	Assistive technology and how it can be used to support students	Application Form/Interview

5. Work Related Circumstances

Commitment to:

5.1	The school's Equal Opportunities Policy	Application Form/Interview
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