

Ickleford (VC) Primary School

Job Description – HLTA / 1:1 Learning Support Assistant (SEND)

Job Title: Higher Level Teaching Assistant (HLTA) / 1:1 LSA for pupils with SEND

Reports to: Headteacher

Contract type: Fixed Term (linked to pupil's needs)

Hours: 28.5 hours per week – term time only (39 weeks a year)

Grade: H4

Start Date: After October Half Term or sooner, after safer recruitment checks are complete

Purpose of the Job

To provide dedicated 1:1 support for a pupil on a part-time timetable with specialist banded SEND, enabling their access to learning, development and full inclusion. Initially, this will involve a few hours each day, with the remaining time spent delivering interventions and supporting pupils' academic, social and emotional progress across KS2. As the child's hours increase, the proportion of time spent on 1:1 support will grow, while the wider KS2 role will reduce accordingly.

The role aims to:

- Support the pupil's individual learning, social and behavioural needs as outlined in their EHCP.
- Deliver planned interventions and small group teaching across KS2, raising achievement and promoting independence.
- Provide additional capacity across the phase, supporting staff, pupils and the wider school community.

Key Responsibilities

1:1 Support for Pupil with SEND:

- Provide direct learning support in a 1:1 situation.
- Develop detailed knowledge of the child's needs, seeking guidance from the SENDCo, class teacher and external professionals.
- Implement strategies, programmes and targets from the EHCP and Individual Learning Goals (ILGs)
- Aid access to the full range of learning experiences, adapting materials and approaches as necessary.
- Facilitate social interaction and inclusion in small group activities with peers.
- Provide positive reinforcement, encouragement and praise to promote progress and wellbeing.
- Attend relevant training and contribute to annual reviews and multi-agency meetings.
- Assist with personal care needs as required, following agreed care plans and maintaining dignity and respect at all times.

HLTA Interventions and KS2 Support:

- Plan, prepare and deliver specified learning activities to individuals and small groups under the direction of a teacher.
- Deliver targeted English, maths and wider curriculum interventions, recording and reporting on pupil progress.

- Support the emotional wellbeing and behaviour of pupils, modelling positive relationships and behaviour.
- Work flexibly across KS2, supporting teachers in raising standards and meeting pupils' diverse needs.

Supporting the School:

- Foster positive relationships between school and families, supporting inclusion.
- Contribute to the wider life of the school, including supervision at playtimes and lunchtimes.
- Be aware of and comply with policies relating to safeguarding, health and safety, behaviour and equal opportunities.
- Contribute to school improvement through interventions and support for colleagues.
- Undertake administrative and resource preparation tasks as required.
- Accompany pupils and staff on educational visits and take responsibility for an individual child or group when directed.

General:

- Participate in staff meetings, training and professional development as required.
- Undertake other reasonable duties as directed by the Headteacher.
- This job description will be reviewed annually as part of the performance management process and may be amended to reflect the evolving priorities of the school and the needs of the child.

Disclosure and Barring Service:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks.