

JOB TITLE	Higher Level Teaching Assistant – SEND	JOB REF NO	AAAG 7246
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BASIC JOB PURPOSE Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide supervision for young people with significant SEMH needs to support and maintain continuity of young people’s learning.

NO	MAIN RESPONSIBILITIES
1.	Undertake a specialist role working alongside young people with autism to support them with psychoeducation. To research and to collate clinical evidence for TIEP and EHCPs. To establish and manage student folders and ensure that when a young person is readmitted, relevant information is transferred into the student file.
2.	Working alongside and in conjunction with professional teaching staff, the Assistant and Deputy headteachers, prepare, plan and implement individual sessions for young people with significant SEMH needs.
3.	Lead on ELSA for young people with SEMH in an inpatient setting to inform the teachers and clinical teams of SEMH needs and strategies to support learning.
4.	Provide class cover under teacher supervision
5.	Evaluate young peoples' responses throughout learning activities, determine what each young person can achieve unaided, and the point of intervention, for the provision of appropriate learning scaffolding.
6.	Analyse, monitor and track individual’s progress through a range of formative assessment and monitoring techniques, and provide accurate assessments and reports on learning, and SEMH presentations, to inform staff-practices; to note barriers and develop associated strategies to support learning on the TIEP.
7.	Access, maintain and update a range of young person and school records to facilitate assessment of young peoples’ progress.
8.	Ensure that the health and safety of young people is maintained in and around school and on the ward where relevant, and including supervised use of subject specific tools, equipment and learning materials. Vigilance is required as equipment may be secreted to use as self-harm paraphernalia
9.	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use including sensory room resources.
10.	Liaise with other professional staff and outside agencies to ensure effective communication concerning the maintenance of young peoples’ wellbeing including recording baseline assessments on CPOMs and using the NSH referral form to collate information to be shared with the wider team.
11.	Attend staff and other meetings and participate in staff training development work and staff reviews as required.

12.	Responsibility for the organisation and development of the sensory room and equipment
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Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.