



The Schelwood Trust

Herschel Grammar/Beechwood School
Job Description – Acting - HLTA and Additional Needs Coordinator

Responsible to: Head Teacher and Trust SENDCo

Main purpose of the job

This job description should be read in conjunction with the SEND Policy.

ANCO responsibilities

- Overseeing the day-to-day operation of the school's SEND policy.
- Supporting the identification of pupils who may have additional needs.
- Advising on a graduated approach to providing SEND support and coordinating provision.
- To be up to date with Access Arrangements changes from the JCQ through annual training.
- Organisation of testing and paperwork to support access arrangements.
- To evaluate and monitor the academic progress of SEND students.
- Maintaining accurate record of SEND provision.
- Liaising with parents of children with SEND.
- Organising and implementing reviews for students with EHC plans.
- Line managing work of LSAs.
- Communication with link teachers/Heads of Faculty
- Arrange regular reviews with parents.
- Supporting transition of SEND pupils by liaising with potential next or previous providers of education to ensure a young person and their parents are informed about options and a smooth transition is planned.
- In consultation with the Trust SENDCo and Headteacher, the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with external agencies, LA support services.
- Working with Trust SENDCo, line manager and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Keeping the local offer and SEND policy updated.

Staffing

- To work with the Trust SENDCo to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
- To undertake Appraisal Review(s) and to act as reviewer, where necessary.
- To participate in the interview process for LSA posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of LSA's and act as a positive role model.

Teaching Assistant Responsibilities

- To assist the classroom teacher in providing a learning environment that enables all students to access the curriculum and learn to the best of their ability.
- To be responsible for providing support to SEND pupils in the classroom.
- Assist with the development and implementation of the pupils' Individual Education/Behaviour Plans and Personal Care programmes;
- To support the pupils in being included in the full range of school activities;
- To establish supportive, caring and secure relationships with pupils, promoting respect, self-esteem and a positive, inclusive whole school ethos;
- To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of the pupils and respond to them effectively;
- To assist the class teacher with the planning, development and delivery of suitable programmes of work;
- To carry out informal and formal assessments of pupils where required;
- To support and advise parents, classroom teachers and colleagues in classroom management, modification, additional equipment, materials and skills;
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support pupils in using these;
- To provide regular feedback and assessment information to the class teacher in relation to SEND pupils;
- To help, support and motivate pupils, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;
- To work closely with outside agencies, using their guidance to develop and refine effective provision for pupils;
- To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of pupils entering and leaving school premises.
- Set challenging and demanding expectations and promote self-esteem and independence.

Supporting the school

- To support the aims, values and policies of the school and participate in a team approach to all aspects of school life, promoting and modelling the ethos of the school.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Be aware of the equal opportunities and behaviour policies of the school and apply them.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To attend and contribute to regular staff meetings and in-service training as required, and identify areas of personal practice and experience to develop.
- To take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.

Other Duties:

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of <Herschel Grammar/Beechwood School> or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children (July 2018)" and Keeping Children Safe in Education (September 2021)" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.