

## Higher Level Teaching Assistant (SEN)

20 hours per week over 5 days

Fixed Term Contract 18 months

Salary will be discussed at interview and dependent upon experience.

### Job Purpose

As a member of the SEN Team, the HLTA will work, as directed by the SENCO, to fulfil the provision outlined in an EHCP, specific details of provision to be discussed at interview. The successful candidate will support a Year 10 pupil with ASD, AHD and Dyslexia through working collaboratively with teachers, technicians and student managers.

### Person Specification

- Is able to demonstrate levels of numeracy and literacy to GSCE [A-C]
- Holds other relevant Level 3 qualification (e.g. A Levels, NVQ, Diploma)
- Has experience of working with pupils in school for a minimum of 2 years
- Experience working with children who have similar special educational needs and disabilities

### Key Responsibilities

- Provide high-quality in-class and one-to-one support for a specific pupil ensuring strategies from their provision plan provision plans are consistently implemented. The specific pupil, to be discussed at interview.
- Support teachers in adapting lessons, activities, and resources to meet the individual learning needs of the pupil.
- Promote positive behaviour, engagement, and emotional regulation within lessons through proactive strategies and relationship-based support.
- Monitor pupil engagement and progress in lessons, sharing observations with the SENCO, class teachers, and pastoral teams to inform ongoing planning.
- Work collaboratively with teaching staff to ensure classrooms are inclusive, supportive, and structured for the pupil with SEMH needs.
- Provide 1:1 support within lessons where required, focusing on planning, independent learning and scaffolded engagement.
- Support pupil during transitions between activities and classes to reduce anxiety, dysregulation, or behaviour incidents

### General Duties

- To uphold the ethos, aims and objectives, reputation and good name of Kent College.
- To carry out an appropriate share of supervisory duties in accordance with published schedules.
- To attend Parents and Progress Meetings concerning all the pupils you teach and to attend Study Support, Staff Meetings and In-service training.
- To contribute to the extra-curricular programme including occasional weekend events.
- To be willing to undertake First Aid training, at the school's expense, and be willing to administer basic first aid if required.
- To follow safe practice in all areas of school life.

- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be amended at any time after consultation with you.

HLTA's Signature	Head's Signature
Date:	Date:

February 2026