



JOB DESCRIPTION	
JOB TITLE	Higher Level Teaching Assistant (Secondary) – Curriculum Support
DEPARTMENT/SECTION	Learning Support
LINE MANAGER	Head of Learning Support
RESPONSIBLE FOR	To directly support pupils on the Learning Support Register with an adapted curriculum with specific subject support across a range of subjects from Year 7- Year 11
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training. Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
JOB SUMMARY: The HLTA -Curriculum Support will work closely with the Head of Learning Support to provide specific and direct subject knowledge support to both individuals and small groups pupils with Special Learning Disabilities (SpLD) so that their learning is most effective at Forest. The School selects pupils on the basis of ability but a number of pupils have a variety of needs requiring the input of the Learning Support Department. The successful candidate will liaise with subject teachers and work with pupils who have an adapted curriculum during their 'gain time' to enhance their learning in all curriculum subjects.	
KEY DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Leading and delivering curriculum support across ALL subjects for identified secondary school pupils on the Learning Support Register who have an Adapted Curriculum and who have gained time to concentrate on improving progress in specific subjects• Providing in-class support for pupils with SpLD where relevant• Monitoring, evaluating and providing teachers with feedback on pupils' participation and progress in their curriculum support lessons• Liasing with Subject Teachers, House Tutors and Heads of House about subject and curriculum issues for identified pupils	

- Respond appropriately to referrals for a possible SEND from teachers, parents and pupils themselves
- Liaise with parents, teachers and specialist assessors in collecting and interpreting evidence for the above, as required
- Taking part in departmental meetings as required by the Head of Learning Support
- To have read and understood the School's SEND policy, as well as other linked policies including the Accessibility Policy, Disability Policy and Disability Plan
- To act as a support for pupils requiring Exam Access Arrangements
- To complete annual training for reading/scribing/prompting and, as requested, serve as a scribe, prompter or reader for current and prospective pupils in internal and/or external examinations.
- Working closely with the Head of Learning Support and other members of the department to ensure that departmental policies are met, records and resources are kept and updated
- When requested, to complete in class observations of pupils with SEND.
- To meet regularly with the Head of Learning Support and other team members.
- Attending relevant training courses to maintain appropriate level of professional skills and knowledge.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.