

**All Saints' CE Primary
School**



JOB DESCRIPTION

**Higher Level Teaching
Assistant (Grade 9)**

Purpose of the role

Making a significant contribution to the development and direction of the Strategically Resourced Provision in line with vision, values, aims and improvement plans and taking a role in monitoring and self-evaluation.

Ensuring safeguarding and welfare requirements have the highest priority and that young children's development is supported appropriately and effectively and their emotional and social needs are met.

Accountable to: Mrs Helen Jones, SENDCo and Mr Ashley Ryan, The Headteacher

Role Responsibilities

- To prioritise the safety and wellbeing of children
- To plan for and teach a small group of autistic children according to their educational needs making appropriate adaptations for individual children, including the preparation of School Support Plans
- To facilitate ongoing assessments of children's progress and development, in accordance with the Schools' policies and procedures and the SEND Code of Practice
- To provide evidence for the EHCP review process
- To have a flexible, needs based approach to planning and developing provision for autistic children
- Become part of the staff break and lunchtime supervision rota in the SRP

Pupil Care

- To contribute to the development, organisation and implementation of the School's policy for the spiritual, moral, social and cultural development of pupils and their personal and health education.
- To contribute to the effective induction of pupils

- To promote a relational approach to behaviour which is inclusive but responsive for all, including approaches and supporting strategies to help children develop the ability to self-regulate
- To facilitate the intimate care of pupils whilst maintaining the child's dignity.
- To effectively build trusting and secure relationships with children and parents, working in partnership with parents to promote continuity and consistency
- To ensure that the School plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community

Teamwork

- To contribute to and promote an attractive and effective learning environment which stimulates and enhances learning and enhances the appearance of the School
- To maintain effective working relationships with external agencies and services contracted to the School and the Authority
- To contribute to good management practice by ensuring positive staff participation, and effective communication
- To participate in and continue to build upon own CPD and take responsibility for this.

School Community

- To provide information or reports to the SENDCo as required.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their child's education
- To look for opportunities to enhance and enrich the school and its value to the wider community
- To develop and maintain positive links and relationships with the community, local organisations and other agencies
- To consistently promote a positive image of the School and to be an enthusiastic advocate for the School in the wider community