

Higher Level Teaching Assistant (HLTA)
Communication and Interaction

The Directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	SENDCO
Grade	Grade 6 (Points 8 to 13)
Salary	£25,992-£28.163 Pro Rata
Hours /Weeks	32.5hrs per week, Mon-Fri, 8.15am to 3.25pm (to include a 40min unpaid lunch break)Term Time Only Plus One Additional Week (Inset days)

Key objectives

- To effectively assess and identify Communication and Interaction (C&I) difficulties and offer strategies to support teaching children with SEND (Communication and Interaction needs).
- To support and facilitate the full inclusion of students with C&I needs in the academic and social life of the school.

Main duties and responsibilities

- To assist the SENDCO in leading on the provision for students with Communication and Interaction (C&I) difficulties including ASD/ADHD.
- To track and monitor the progress of students with C&I, implementing and assessing the effectiveness of relevant interventions.
- To provide staff with the relevant support, challenge, information and development necessary to sustain motivation and improvement in teaching students with C&I including updating and improving pupil passports on Edukey.
- Support the SENDCO to ensure a robust process of identifying students with C&I for the SEND Register.
- Lead on the development of pupil passports for students with C&I needs.
- To deliver a range of C&I interventions and in-class support for students with a C&I needs.
- To support delivery of CPD for staff about students with Communication and Interaction needs.
- Support the SENDCO in the application, monitoring and implementation of Education Health and Care (EHC) plans for students with C&I needs.
- Undertake specific duties within the SEND Faculty, as agreed with the SENDCO.
- To be a key worker for identified students with C&I needs.
- As directed by SENDCO, deliver small group and 1:1 intervention to students with C&I needs.

- Attend when appropriate Annual reviews for students with C&I needs and support in gathering/ providing information for the review meeting.

Additional tasks

The duties listed above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Qualifications and experience

Desirable:

- Experience of working in a mainstream or specialist school environment.

Skills

Essential:

- Expertise, knowledge and understanding of SEND.
- Strong interpersonal skills.
- Strong organisational skills.