

JOB DESCRIPTION: Higher Level Teaching Assistant (ASD Base)

Grade: Scale 4 Spine Point: 7 - 10

Effective from: September 2026

The Higher Level Teaching Assistant will work under the direction of the ASD Base Lead to support students with additional needs, providing high quality support both in and out of the classroom. They will complement the work of teachers by participating in planning, preparing and delivering learning activities whilst also managing and monitoring student progress.

Responsibilities

Student Support

- Support students in relevant interventions as directed by the ASD Base Lead
- Establish positive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Assist students who have physical difficulties in their mobility around the school and in ensuring equipment is available e.g. accompany student leaving class early, ensure books are available for each class, supervise alternative activities where necessary
- Provide feedback to parents and students in relation to progress and achievement
- Support any exams in line with the JCQ and school expectations
- Liaise with external agencies e.g. SaLT to plan and deliver interventions to students as required

Support for ASD Base Lead

- Plan and prepare lessons, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to students' needs
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Provide accurate feedback as required, to the ASD Base Lead on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the SENCo, contributing to reviews of systems/ records as requested
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the SENCo
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/ admin support e.g. photocopying, typing, filing, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/ teaching programmes (including literacy and numeracy), adjusting activities according to student needs
- Supply whole class teaching where required
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and GDPR, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/ student/ teacher/ school/ work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Deal with or report, to the relevant member of the teaching staff, incidents which are seen or reported regarding students' welfare
- Appreciate and support the role of other professionals
- Attend and participate in regular meetings, supervision and performance management
- Undertake planned supervision of students out of school hours
- Supervise students on visits, trips and out of school activities as required

Continuing Professional Development

- Take responsibility for personal professional development in conjunction with the line manager, keep up-to-date with research and developments related to school efficiency which may lead to improvements in the day-to-day running of the school
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

Safeguarding

- Be vigilant to safeguarding concerns – identifying and reporting concerns ensuring that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/ or child protection

- Support safeguarding processes by recording concerns accurately on CPOMS
- Work within statutory safeguarding guidance and school policies at all times
- Be fully aware of and understand the duties and responsibilities arising the school's Child Protection Policy

Other Duties

- Be vigilant to safeguarding concerns – identifying and reporting concerns ensuring that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/ or child protection
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2024 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirement as set out in Keeping Children Safe in Education
- Actively promoting Equality and Diversity throughout the school
- Handle sensitive information with the highest level of discretion and maintain confidentiality at all times. Ensure data is kept in line with legal rights
- Flexibility to work occasional hours, outside of the regular school day, as needed
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post as requested by the Headteacher

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION: Higher Level Teaching Assistant (ASD Base)

Grade: Scale 4 Spine Point: 7 - 10

EFFECTIVE: September 2026

Outline of Key Abilities

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section

Key:

E – Essential D – Desirable A – Application Form I – Interview/Selection Process

Experience and Attributes		E	D	A	I
1	Experience working with children of relevant age in a related learning environment	√		√	
2	Working in a school environment	√		√	
3	Experience in running therapy sessions		√		√
4	Experience in running social skills groups/ zones of regulations for younger students and or distress tolerance and emotion regulation interventions for older students		√		√
Qualifications		E	D	A	I
5	GCSE (or equivalent) grade C4 or above in English and Mathematics	√		√	√
6	Relevant professional qualifications		√		√
Knowledge and Skills		E	D	A	I

7	Functional ICT skills	√		√	√
8	ELKAN trained		√		√
9	Ability to recognise the needs of students and raise standards	√		√	√
10	Working knowledge of relevant polices/codes of practice/legislation		√		√
11	Understanding of Child Development		√		√
12	Ability to learn new skills and apply them in the workplace	√	√		√
Personal Attributes		E	D	A	I
13	Committed to supporting the distinctive nature of a Catholic school and promoting the educational principles of St John Bosco	√		√	√
14	Work constructively as part of a team, understanding classroom roles and responsibilities	√			√
15	Commitment, enthusiasm and energy	√			√
16	Willingness to be involved in the wider life of the school community.	√			√
17	Excellent communication and interpersonal skills including managing resources	√		√	√
18	Personal integrity and the drive to do what is best for the students	√		√	√
Other		E	D	A	I
19	Willingness to undertake training in basic first aid	√			√
20	Committed to supporting and promoting the extra-curricular life of the school	√		√	√

