



Nunnery Wood High School

Job Description

- Post:** Higher Level Teaching Assistant
- Salary/scale:** Teaching Assistant Scale 6, Pt 19 to 22
- Relationships:** Responsible to SENDCO and ultimately to the Headteacher.

Role:

As a HLTA with responsibility for Social Skills and Emotional Literacy Intervention, you will lead and deliver targeted interventions to help KS3 and KS4 students improve their social communication and understanding skills. You will work closely with teachers, support staff, and external agencies to ensure each student receives the support they need. You will work with and lead teaching assistants to support their delivery of social skills and emotional literacy intervention. As such, you will be responsible for the recording and monitoring of social skills and emotional literacy interventions across KS3 and KS4, changing and adapting intervention to ensure students make progress.

You will also assist with the running of one of our rooms in our SEND Base, helping to support those students with a wide variety of SEND who need our assistance.

Main Responsibilities:

- Plan and deliver targeted social skills and emotional literacy interventions for KS3 and KS4 students.
- Monitor and assess the progress of students receiving social skills and emotional literacy interventions.
- Organise and plan targeted social skills and emotional literacy intervention for other teaching assistants to deliver.
- Keep up to date records of social skills and emotional literacy intervention.
- Provide training and support to teaching assistants on social skills and emotional literacy strategies.
- Liaise with external agencies and professionals to enhance support for students.
- Liaise with all school staff, both teaching and non-teaching staff.
- Contribute to the reviews of SEND students.
- Communicate with parents either face to face, by email or by phone.
- Assist with the running of one of our rooms in the SEND Base.
- Assist with all students who use the SEND Base e.g. helping them with any difficulties, responding to their day-to-day needs
- Assisting with the supervision of a classroom in the Base before school, break and lunch times
- Helping the SEND team with any students who have personal care needs

Notes:

- The Trust Board reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.