

Job Description	
Department	Inclusion & Diversity
Post Title:	HLTA: Communication and Interaction
Salary Scale/Range	Scale 5 point 12-17 (FTE: £28,598 - £31,022) £24,791 - £26,893 actual salary.
Hours	Hours: 37 hours per week Term Time plus 3 days, Permanent
Permanent/Fixed Term	Permanent
Posts Responsible to	SENDCO
Posts Responsible for	N/A
<p>Job Purpose:</p> <p>The purpose of this role is to lead and develop the school's provision for communication and interaction, supporting students with needs in areas such as autism and speech, language and communication (SALT). As a Higher Level Teaching Assistant, you will work closely with the SENDCo and Assistant SENDCo's to help ensure effective strategies, interventions and support are in place, so that students can access learning, develop confidence and independence, and take a full and active part in mainstream lessons and school life at The Kingsway School.</p> <p>The role includes leading and supporting interventions within this specialist area, contributing to observations, reviews and Assess-Plan-Do-Review cycles, liaising with families and external professionals, and managing autism referrals within the school.</p> <p>In addition, the post holder will support staff in delivering an inclusive curriculum and may lead learning activities for individuals, small groups and whole classes under an agreed system of supervision.</p> <p>We are committed to supporting professional development and welcome applicants who are keen to grow their expertise within this role. Training and development opportunities will be provided, including support to further develop this specialist area.</p>	

Main duties and responsibilities:

Teaching, learning and assessment

- Contribute to the planning, teaching and assessment of students with SEND within mainstream lessons.
- Support classroom teachers to understand and meet the needs of students within their curriculum areas.
- This may involve delivering high-quality learning sessions for individuals, small groups and, where appropriate, whole classes under an agreed system of supervision, ensuring consistently strong teaching and learning.
- Secure excellent outcomes for students through consistently good and increasingly outstanding practice.
- Undertake an appropriate programme of teaching, focused on individual student needs and helping them make maximum progress.
- Assess baseline starting points and help implement targeted strategies so students can maximise progress throughout secondary school.
- Develop and adapt resources, schemes of work, marking approaches and teaching strategies to support access to a full curriculum and successful transition into mainstream learning.
- Ensure ICT, literacy, numeracy and any relevant subject knowledge are reflected within learning activities.
- Provide, or contribute to, oral and written assessments, reports and references relating to individuals and groups of students.
- Maintain positive behaviour and high standards in line with school policies, encouraging punctuality, good conduct, quality of work and completion of homework.

Specialism

- Act as a school lead for communication and interaction, including autism and SaLT, helping to ensure that students receive effective and appropriate support.

- Manage and carry out autism referrals across the school.
- Lead or support interventions linked to your specialist area, working closely with families and contributing to Assess–Plan–Do–Review cycles for identified students.
- Undertake observations and reviews within your specialist area to help monitor progress and inform next steps

Planning and development

- Assist in the development of appropriate resources, schemes of work, marking approaches and teaching strategies within the SEND area.
- Contribute to the SEND/department development plan and support its implementation.
- Use professional learning to develop new and effective approaches to teaching and learning across SEND and the wider school.

Attendance, pastoral support and removing barriers

- Work with a cohort of students to ensure they have a successful secondary school experience, where additional needs (including social communication differences) may previously have been a barrier.
- Work closely with SEND staff, curriculum teams, pastoral leaders and the attendance team to reduce barriers to learning and attendance, including close partnership with families.

Communication and liaison

- Communicate effectively and sensitively with parents/carers, as appropriate.
- Where appropriate, work collaboratively with external agencies and primary schools to support students.

Transition

- Visit primary schools to gather information and meet students in Year 6 before they start at The Kingsway School.
- Support additional transition visits and planning.
- When appropriate, meet with parents/carers and attend EHCP/SEND reviews.
- Support with organising timetables when students move from transition provision into mainstream lessons.

General

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, health and safety, security, confidentiality and data protection, reporting concerns promptly to the appropriate person.
- Actively promote equal opportunities and support services that are accessible and appropriate to diverse needs.
- Participate in training, professional development and the school's performance management process.
- Work flexibly and carry out duties in line with school policies, including covering for absent teachers where needed.
- Undertake any other duties and responsibilities appropriate to the role and salary grade.

Contacts

- Regular contact with: students, teachers, parents/carers, visitors, administrative staff and external agencies.

This job description will be reviewed annually and may be amended after consultation with the post holder. It is not an exhaustive list of duties, but outlines the main expectations in relation to the post holder's professional responsibilities. Elements of this job description, and changes to it, may be negotiated at the request of either the Headteacher or the post holder.

Key Accountabilities/Primary Responsibilities:

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school, including in the following areas:

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.