



Designation of Post:	<b>Higher Level Teaching Assistant Level 4 - Neurodiversity</b>	Pay Scale	<b>NJC Band G £30,599-£34,341  (Actual salary based on 39 weeks £26,518-£29,776)</b>
Accountable to:	Assistant SENDCO		
The Purpose of this Post:	To lead on Neurodiversity in the Learning Support Department, providing intervention and supporting students.		

**JOB DESCRIPTION**

**All staff at Prenton contribute to our vision and values.**

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

**Duties and Responsibilities**

- To work alongside the Head of Learning Support (SENDCO) and Assistant SENDCO to lead on Neurodiversity within the Learning Support Department, providing intervention and supporting students with communication and interaction, to reach their full academic potential and engage with the school values.
- To plan and deliver personalised intervention sessions, which effectively target social, emotional and other needs, which are specific to students with neurodiversity.
- To assist the Head of Learning Support (SENDCO) and Assistant SENDCO, in ensuring appropriate provision is in place for students with high needs, including students with Education, Health and Care Plans and students with Individual Pupil Funding Arrangements.

- To carry out assessments and tracking of progress of students with SEND under direction from Head of Learning Support (SENDCO) and Assistant SENDCO25.
- To use person-centred practices to write and implement the profiles of students on the SEND register.
- To help create and prepare relevant resources appropriately differentiated for students.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To provide feedback to students and their families in relation to progress and achievement.
- To promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy.
- To supervise whole classes within the Learning Support Department if required.
- To meet with parents to discuss progress and provision, taking minutes and carrying out follow-up action as necessary.
- To be aware of all students with a Student Medical Plan and be familiar with the daily management and procedures in each plan.
- To assist in the supervision of students on outings and visits as required.
- To attend appropriate staff meetings/training/inset days/open evenings as required.
- To regularly access and contribute to whole school staff communication tools including email, CPOMS and Blue Sky.
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.
- To gather information from and report information to parents/carers as requested.
- To work alongside other professionals in assessing students' progress/needs.
- To maintain confidentiality in relation to all work undertaken and departmental information.
- To carry out other duties commensurate with the grading of the post as may be determined by the Headteacher from time to time.

### **Additional Duties**

- **Health & Safety**  
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**  
Staff at Prenton High School for Girls are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

- **Data Protection**

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

- **Safeguarding & Child Protection**

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.