



Designation of Post:	Higher Level Teaching Assistant Level 4 –SENDCO Assistant	Pay Scale	NJC Band H £36,363-£39,152 FTE £31,554-£33,974 Actual salary based on 39 weeks
Accountable to:	Head of Learning Support (SENDCO)		
The Purpose of this Post:	To work under the direction of the SENDCO to support them in undertaking their duties.		

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 under the direction of the SENDCO in relation to the statutory obligations for learners with identified special educational needs, including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.
- To assist the SENDCO in ensuring that administration is effective through liaising with colleagues, parents and other professionals, supporting all aspects of SEN administration including EHCPs, referrals & annual reviews.
- Liaise and inform parents/carers about the specifics of the SEN provision for their child (under the direction of the SENDCO). For example, gather information from parents/carers when necessary, meet with parents/carers to discuss progress, achievements and provision, taking minutes and follow up action as necessary.

- Establish and maintain effective working relationships with professionals, colleagues and parents/carers.
- To carry out assessments and tracking of progress of students with SEND under direction from Head of Learning Support (SENDCO).
- Under the direction of the SENDCO, disseminate information to LSAs and ensure they are deployed effectively, as required.
- To use person-centred practices to write, implement and review the profiles and plans for students on the SEND register, or who are being monitored.
- To help create and prepare relevant resources appropriately differentiated for students, including those specified in student plans and EHCPs.
- To plan and deliver high quality learning programmes to identified cohorts, securing strong outcomes against relevant frameworks.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with the school's relational practice behaviour policy.
- To supervise whole classes within the Learning Support Department if required.
- To be aware of all students with a Student Medical Plan and be familiar with the daily management and procedures in each plan.
- To oversee the EAL provision across the school, ensuring students with EAL status, are appropriately supported through lessons, resources and high-quality intervention.
- To assist the SENDCO in supporting students through all key transition points.
- 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 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.