

MAGHULL HIGH SCHOOL

JOB DESCRIPTION

<u>School:</u>	Maghull High School
<u>Post:</u>	HLTA – Communication & Interaction / ASC / Careers / CLA
<u>Grade:</u>	NJC Local Government Pay Band F (Pay Scale 12 – 19) (£22,571 - £25,927 per annum pro – rata, actual salary £18,255 - £20,970)
<u>Responsible to:</u>	SENDCO
<u>Responsible for:</u>	Supporting the individual learning needs of groups and individuals

JOB PURPOSE

To work alongside pupils, parents, staff and agencies to support and promote the positive wellbeing and the progress of SEND learners.

Work alongside the SENDCO and Assistant SENDCO in all aspects of assessing, planning managing and reviewing the work of the Inclusion department to ensure its effectiveness.

The post is term time only plus 5 INSET days (as appropriate)

Key Responsibilities:

- Assist in the support and inclusion of all learners with additional learning needs and Children Looked After ensuring pupil records and SEND information is up to date and communicated in a timely manner.
- Collaborate with parents, staff and students to identify barriers to learning and support the review of the SEND register
- Develop and deploy bespoke strategies and resources to support students in overcoming barriers to learning and support behaviour modification
- Assess and meet need, so that the behaviour of students is conducive to learning in collaboration with the school pastoral team
- Working alongside the SENDCO and Assistant SENDCO ensure the school meets statutory responsibilities for pupils with Education Health Care Plans and their annual reviews
- Oversee a caseload of our more complex learners with identified Communication and Interaction needs ensuring the school meets statutory responsibilities in the assess, plan, do review cycle.
- Prepare and quality assure SEND Support Plans across the department

- Support the management and deployment of the Inclusion team alongside the SENDCO and Assistant SENDCO
- Co-ordinate the interventions for communication and Interaction pupils keeping robust records and evidencing impact
- Collaborate with agencies to ensure that interventions for our ASC, Communication and Interaction and CLA pupils are timely, purposeful and that relevant information is disseminated as appropriate
- Lead the effective administration of ASC referrals, audits and feedback from agencies, support services and the Virtual Schools.
- Work alongside the school pastoral team to further develop good practice and contribute to the school work plan meetings
- Collaborate with feeder primary schools, agencies, colleges, universities and parents to ensure robust and bespoke transition for SEND learners
- Support wider school activities and the communication and promotion of our SEND provision
- Champion our SEND learners promoting and contributing to developing the ethos and culture in further developing an inclusive school
- Work alongside the Careers Team to ensure bespoke support, advice and opportunities are identified and actioned for our SEND and CLA learners
- Further develop our association with the Local Authority careers link to establish purposeful and positive next steps/pathways for our SEND and CLA pupils
- Keep accurate and detailed records

Wider Responsibilities:

- Support the creation and maintenance of purposeful, orderly and supportive learning environments
- Collaborate with teachers to ensure in-class support is effective and purposeful and communicate best practice across all faculty areas
- In collaboration with staff, deploy and recommend strategies to support pupils in achieving their learning goals
- Report and celebrate pupil achievements and progress
- Support students in assessments and examinations gathering evidence to support the Access Arrangement process
- Undertake structured and agreed learning programmes, to support pupil progress in collaboration with agencies as appropriate to need
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Prepare, maintain and use equipment/resources, including the use of ICT required to meet the pupil need

School Support:

- Be aware of and comply with school policies and procedures relating to safeguarding, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Prepared by:

Name Laura Lindley

Designation SENDCO

Date May 2022