**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**Designated Special Provision for Autism**

**HIGHER LEVEL TEACHING ASSISTANT**

Grade F Point 6-7 (£23,893 - £24,294) + SEN Allowance (£2,384)

**32.5 hours per week, 39 weeks per year**

(38 weeks term time + 5 Training days)

**£18,039 - £18,342 + £1,799 (actual salary)**

Moulton School and Science College is based in rural Northamptonshire and is recruiting a SEN Higher Level Teaching Assistants (HLTAs) to join our team. We have an exciting opportunity for you to join our team in our newly built Designated Special Provision (DSP). Therefore, we require suitably qualified and experienced individuals to apply.

You will be supported by a wider, skilled team. You will be working in a newly built provision, that will be accessible to up to 30 pupils with a diagnosis of Autism Spectrum Conditions, based on the site of Moulton School. The setting is highly structured in a way that eliminates barriers to learning for the most vulnerable of students.

**You will:**

* Want purpose in your work life and want to make a difference in the community
* Have a passion for supporting all pupils with additional educational needs and be motivated by the particular challenge that holds
* Be able to work collaboratively to secure the best outcomes for your pupils
* Relish the opportunity to have an impact on children with complex social communication needs
* Possess the ability to promote positive behaviour in a nurturing environment
* Be passionate about supporting SEND pupils towards their exit point
* Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself
* Establish brilliant relationships with pupils, staff, parents, carers and other professionals
* Like animals and realise the potential benefits and impact on students of working with a school dog
* Have a happy and positive attitude to the work you undertake

**We offer:**

* Extensive CPD training which provides a range of tailored and bespoke CPD opportunities
* A well-resourced and enjoyable working environment
* A cycle to work scheme
* A supportive leadership team who are engaged in your professional development and success
* An employee assistance programme (counselling, information and support)
* Well-being and medical support
* A generous pension scheme

**Full job description**

Your aim is to support the teacher to encourage pupils to celebrate their strengths and learn to develop strategies to promote independent living for adulthood and to have the skill set to access employment and education beyond the school. You will closely support students’ academic and pastoral outcomes on Educational Health Care Plans (EHCPs) offering specialised academic tuition to students as well as structured therapeutic interventions to develop language, social interaction and emotional regulation skills.

You will have the benefit of purpose-built surroundings including low arousal classrooms, outdoor garden space, sensory room and intervention rooms. You will use your excellent knowledge of the needs of students with autism to ensure they receive provision in line with their EHCPs.

The ideal candidate will be confident, enthusiastic, have excellent English skills (clear written and spoken English) and good reading, writing and numeracy skills, along with the ability to build good & trusting working relationships with children, teachers, parents and carers.

**Core purpose:**

To assist the Headteacher and staff by providing general support for children (but will also include supporting individuals or groups) in the classroom, playground and elsewhere around the school. In addition to the duties listed below, carry out such duties as reasonably requested by the Headteacher or department lead.

The HLTA is expected to work with teaching staff as a member of a team. The post-holder will:

* Have an awareness of student needs and the strategies to support individuals to successfully engage in learning
* Support teaching and learning by working with individuals, small groups or whole class
* Supervise and support students in the learning environment including more in-depth support for those with complex needs, promoting independence, inclusion and equality for all students
* Supporting students to manage their behaviour and report accordingly
* Deal with and report any minor emergencies arising
* Planning and carry out children’s learning based on interventions provided by the class teacher or SENDCo
* be able to offer specific intervention(s) to meet need, or have a willingness to develop profession practice.
* Refer observations or queries to the class teacher or SENDCo.
* Every class will consist of pupils with a range of needs, which may include:-
	+ - learning/cognitive needs
		- communication needs
		- emotional, social and mental health issues
		- physical or sensory needs
		- complex combinations of needs
* The post-holder is expected to work as part of a team supporting the needs of all pupils, with the help and guidance of senior staff.

**PERSON SPECIFICATION**

**DSP - HLTA**

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| **Attributes** | **Essential** | **Desirable** |
| Relevant Experience | * Experience of working with children with life skills difficulties.
* Previous experience working in a special school setting
* Experience delivering relevant small group & 1:1 interventions, or a desire to upskill.
* Experience of working with children with complex social communication difficulties and ASC.
 | * Up to date training in principles of supporting autistic pupils
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| Education and Training | * GCSE or equivalent qualification in English and Maths.
* Full clean driving licence.
 | * CPD courses relating to SEN and/ or Autism
* Evidence of further qualifications; a degree or a completed qualification relevant to the role e.g. HLTA qualification
* Mini Bus driver
* First Aid trained
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| Qualities | * Be committed.
* Be consistent.
* High level organisational skills
* An ability to work under pressure
* Passionate about SEND
* The ability to ‘think outside of the box’
* A good communicator
* A strong team player
* Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself.
* Be positive and respond to situations in a calm, professional manner at all times.
* Be collaborative, working in partnership with colleagues (both internally and externally) as part of an inclusive team.
* Be emotionally resilient.
* To have a strong awareness of professionalism and respect for confidentiality.
* At all times model good relationships, attitudes, behaviour.
* To be able to self-evaluate your own performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.
* Smart, professional appearance.
* A high level of commitment to safeguarding, inclusion and equality.
* Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.
* Support the Headteacher and SLT in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.
* Humour and enthusiasm
* The ability to see each day as a fresh start
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| Specialist Skills and Knowledge | Knowledge of:a) Autismb) adaptations needed for children in a specialised educational setting* Clear written and spoken English
* Good numeracy and literacy skills
* Competent ICT skills
* Behaviour management skills
* Diplomacy and flexibility
* Ability to carry out formal and informal assessments of academic learning skills and social skills
* Initiative & ability to think on feet
* Willingness to become involved in all aspects of school life, e.g. break times, school productions, parents evenings.
* Be committed to equal opportunities.
* A basic understanding of Safeguarding and child protection in schools
* An understanding of supporting diversity and equal opportunities
* An awareness of the workings of a multidisciplinary team.
* An understanding of health and safety and confidentiality
 | * Detailed knowledge of the SEN Code of Practice
* Training and experience delivering therapeutic interventions for children with language and social communication difficulties, working with both individuals and groups.
* Relevant experience working with children on developing speech and language skills and/or social and emotional skills.
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| Additional factors | * Be committed to equal opportunities.
* Have the potential for professional development and future promotion
* Suitability to work with children
* A strong belief in continued professional development
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This job description sets out the major duties and other tasks associated with the stated purpose of the post. The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post-holder to undertake this new/varied work.

This job description may be amended at any time following discussion between the Headteacher or other senior staff and the member of staff, and will be reviewed annually.