

JOB DESCRIPTION	
JOB TITLE:	Higher Level Teaching Assistant – Neurodiversity champion
GRADE:	Grade 7 (19-25)
CAR USER:	Yes
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Designated senior member of staff
STAFF RESPONSIBLE FOR:	Outreach, CYGNET training, autism accreditation support etc.
JOB PURPOSE:	The main objectives to be achieved by the Postholder
	<ol style="list-style-type: none"> 1. Under an agreed system of supervision, deliver Outreach support to local schools and write associated reports 2. To lead the delivery of CYGNET training courses for parents 3. To support with the autism accreditation updates and renewal 4. To liaise with parents and professionals as necessary 5. To support and embed awareness of neurodiversity in school 6. To deliver workshops & assemblies as appropriate 7. To deliver individual and small group interventions and support teachers where appropriate 8. To deliver some Thrive profile activities 9. To lead an agreed amount of sessions to support our inclusive and enriched curriculum 10. To monitor the progress of students with autism in comparison with their peers 11. To update Governors and SLT as appropriate 12. To keep up to date with training and deliver training/ workshops for staff 13. To provide cover as required
MAIN ACTIVITIES	What the Post holder will actually do (Activities relating to pupil progress will be subject to the agreed system of supervision)
	<p>In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with lower graded Teaching Assistant posts.</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> – To deliver outreach support as requested by local schools. To assess the needs of the identified pupils and to provide written reports for strategies and advice of how to support those pupils. – To implement pupil's individual / small group interventions – To support staff and families with implementing key strategies such as visual supports, social stories, etc where appropriate – To develop positive relationships with pupils and staff to assist pupil progress – To monitor and evaluate specific cohorts of pupils using school based assessment systems – To take responsibility for implementing agreed systems for pupil supervision and develop good relationships with pupils to support positive behaviour. – To monitor and record progress and achievement during programmes systematically and provide evidence of the range and level of progress and achievement within the agreed systems including IEPs, Onwards & Upwards, Gridmaker etc. – To contribute, as appropriate, to annual reviews

- To support the autism accreditation through evidence collection
- To support/ deliver workshops & assemblies as appropriate (e.g. neurodiversity week)
- To deliver CYGNET training for parents and carers
- To liaise with parents/ carers re interventions/ strategies to support at home
- To promote positive home/ school liaison

Support for School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute to meetings as required
- To work within school policies and procedures.
- To attend/ deliver staff training as appropriate.
- To take care of their own and other people's health and safety.
- To ensure effective communication arrangements.
- To be aware of the confidential nature of issues related to home/ pupil/ teacher/ school work.
- To undertake administrative tasks associated with the role

Support for the Curriculum

- To support the use of ICT in activities as and when appropriate.
- To deliver small group Thrive activities, Lego Therapy etc.
- To deliver an agreed amount of sessions within the enriched curriculum
- To cover staff absence as appropriate

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
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Agreed by: DGR/ CEN/ JBA/ JCH

Date: 03/5/2022

Equal opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety: All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed (Post holder)

Date