
JOB DESCRIPTION

HIGH LEVEL TEACHING

ASSISTANT



KING EDWARD VI
ASTON SCHOOL

Educational excellence for our City

1. The Purpose of the Position

To provide specialist, high-impact support and lead targeted interventions that demonstrably improve student outcomes. The postholder will work directly with students, support and train staff, liaise with parents and carers, and lead the school's peer mentoring provision for SEND students.

2. Payment scale and hours

- NJC scale 19 - Full time equivalent £32,061
- 14 - 20 hours per week (depending on agreed hours)
- The role is term time only, with pay prorated accordingly.
- Local Government Pension Scheme

3. Line managed by:

The SENDCo

4. Generic Responsibilities

Safeguarding and Inclusion

- i. Promote and safeguard the welfare of children and young people within the school environment.
- ii. Understand and adhere to roles and responsibilities under the school's Safeguarding Policy.
- iii. Be aware of and address cultural differences among students, including incidents of racism, homophobic bullying, gender stereotyping, and inappropriate language, following agreed school procedures.
- iv. Support equality and inclusion to ensure everyone has equal access to school services and feels valued, respecting social, cultural, linguistic, religious, and ethnic backgrounds.

Health, Safety, and Wellbeing

- i. Carry out duties with due regard to personal health and safety, as well as that of others.
- ii. Know the procedures to follow in the event of a fire alarm.
- iii. Report potential or actual health and safety issues to the school's designated health and safety officer.

Professional Development and Conduct

- i. Participate in the school's performance review system.
- ii. Engage in appropriate professional development related to roles and responsibilities.
- iii. Follow all agreed school policies and procedures.
- iv. Maintain high standards of personal integrity and professionalism, setting an example for others.

Teamwork and Collaboration

- i. Work collaboratively as part of a team, appreciating and supporting the roles of colleagues.
- ii. Attend meetings as published in the school calendar and other required meetings to support school operations.
- iii. Perform additional duties, as directed by senior staff, to ensure the smooth running of the school.

5. Key Responsibilities:

Direct Support for Students

- Provide one-to-one support and small group interventions for SEND students, both in and outside of the classroom.
- Deliver targeted sessions focused on social communication, literacy, numeracy, organisation, or emotional regulation, depending on student needs.
- Support students in developing strategies to increase independence, resilience, and confidence.
- Work with students to facilitate smooth transitions between key stages or when joining the school mid-year.
- Assess student needs using baseline measures and track progress over time, ensuring interventions demonstrate measurable impact.
- Plan and deliver structured intervention programmes for small groups, adapting content to address identified gaps in learning.
- Plan, prepare and deliver learning activities, adapting materials to meet a range of SEND needs.
- Use assessment data to inform planning and evaluate the effectiveness of support strategies.
- Maintain accurate records of interventions, student progress, and outcomes.
- Support students' social, emotional and behavioural development, promoting positive engagement with learning.
- Deliver interventions to small groups (typically 1–10 students), tailored to identified needs

Staff Training and Support

- Plan and deliver training sessions to teaching and support staff on effective SEND strategies and inclusive practice.
- Offer coaching and guidance to colleagues to ensure quality first teaching and appropriate classroom differentiation.
- Provide written guidance and resources to support staff understanding of individual needs.

Parental and External Engagement

- Maintain regular communication with parents and carers, offering updates on progress and strategies for support at home.
- Attend and contribute to meetings with parents and external professionals, including EHCP reviews.
- Liaise with external agencies and services where relevant, under the direction of the SENDCo or senior staff.

Mentoring Programme

- Coordinate and lead the student-to-student SEND mentoring programme.
- Train and support student mentors to work effectively with mentees, promoting inclusive peer relationships.
- Monitor the impact of the mentoring scheme and ensure it is responsive to the needs of participating students.

Strategic Development

- Work with the SENDCo and senior staff to contribute to the development and implementation of a three-year SEND strategy.
- Support the evaluation of current provision and identify areas for long-term improvement in student outcomes, staff training, and inclusive practice.
- Help establish milestones and indicators of success linked to the strategic plan.

This job description is not exhaustive and may be subject to change to meet the needs of the school. It may be reviewed and updated in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Head Teacher in consultation with the post holder.