

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Higher Level Teaching Assistant (SEMH / Communication)

Job Description

Responsible to: Interventions Coordinator
Salary Scale: Grade 8
Working Time: 26 hours per week, term time only

Job Purpose:

Key Roles

- To oversee the smooth day-to-day running of the SEMH /Communication Interventions , including morning and after-school check-ins with students.
- To coordinate the provision of intervention programmes to support students accessing the SEMH / Communication Interventions To be responsible for planning, preparing and delivering targeted interventions for small groups and individual students who have SEMH / Communication learning needs
- Establish productive working relationships with students, acting as a role model and setting high expectations for what they can achieve
- To monitor the effectiveness of the interventions so that impact can be measured and developed appropriately
- To contribute to the school's graduated response for students to ensure that SEMH needs are identified early and met with targeted, impactful interventions

Key Tasks

- Assess the needs of pupils and use knowledge and skills to support pupils' learning and ensure they make progress
- Select and prepare resources necessary to lead intervention activities, taking into account students' learning needs
- Deliver interventions to small groups and individuals.
- Record and monitor individual progress systematically, and provide evidence of range and level of progress
- Contribute to the school's graduated response for students
- Provide meaningful feedback to students in order to improve their progress and learning
- Provide objective and accurate feedback and reports as required on student progress and other matters, ensuring the availability of appropriate evidence
- Work within the school's consequence system to manage behaviour constructively
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles
- Provide support to students with high needs, including liaising with parents and other agencies as appropriate
- Foster healthy and supportive relationships as part of the wider inclusion team to ensure the team is effective
- Establish constructive relationships with other agencies/professionals (where appropriate) in order to support the learning and progress of students

General Whole School Responsibilities

- To assist with test/exam access arrangements e.g. as reader, scribe etc.
- Attend fortnightly Inclusion meetings
- Attend INSET days and additional training as appropriate
- Read and respond to school bulletins/staffroom notices
- Check notice board and email daily
- Always act in accordance with school / local / national policies and procedures (e.g. GDPR)
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs with the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

May 2026