

Job Description and Person Specification



Job Description

Job Title	Higher Level Teaching Assistant HLTA
Grade	4
Service	SEND Early Years
Reports to	Sarah Soesan
Location	Saplings base at Little Heath Primary School
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

- To support the inclusion of children with Special Educational Needs and Disabilities (SEND) in mainstream schools by:
- Working together with the class teacher at the Saplings Base to deliver a differentiated EYFS curriculum to a group of children during their Reception Year.
- Helping children to develop their language and communication skills.
- Supporting children's social and emotional development.
- Working closely with families to help them support their child's development at home.
- Working closely with schools across the city, to ensure children integrate fully to their registered school and thrive in Key Stage 1.

Main Duties & Key Accountabilities

Core Knowledge

- To support children in the classroom under the direction of the teacher with a range of activities in line with the EYFS curriculum which will support their individual needs.
- To use and model a range of positive behaviour strategies which will support the emotional regulation of the children in Saplings
- To plan, deliver and adapt targeted programmes of work to groups and individuals.
- To encourage good personal hygiene and assist with necessary self-help skills (feeding toileting dressing etc)
- To share with the teacher the supervision of children at break and lunchtimes
- To support the reintegration of the children back into school.
- To assist the teachers in supporting positive home-school links and initiatives.
- To attend staff meetings and CPD opportunities as directed.
- To contribute to a positive ethos in which every individual is treated with dignity and respect and the safety and welfare of the children is paramount.
- To maintain and develop working partnerships which foster supportive and effective outcomes for pupils, staff and parents/carers.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Children and young people, parents/carers Schools, and other educational settings Health	Internal Service areas in Childrens Services e.g.: Coventry SEND Support Service Social Care MASH Virtual School (for children looked after)
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
<ul style="list-style-type: none"> Knowledge and understanding of the Code of Practice 	
<ul style="list-style-type: none"> An understanding of the needs and characteristics of young children and their development 	
<ul style="list-style-type: none"> An understanding of the Early Years foundation stage 	
<ul style="list-style-type: none"> An awareness of child protection issues and equal opportunity issues 	
Skills and Abilities	
<ul style="list-style-type: none"> To assist children on an individual basis but also work as part of a team 	
<ul style="list-style-type: none"> To be able to communicate and liaise effectively with others 	
<ul style="list-style-type: none"> To be supportive caring and patient 	
<ul style="list-style-type: none"> To respond flexibly and be adaptable to change 	
<ul style="list-style-type: none"> To be open receptive and non-judgemental 	
<ul style="list-style-type: none"> Able to deliver programs of support to pupils. 	
<ul style="list-style-type: none"> Able to work on their own initiative. 	
<ul style="list-style-type: none"> Good organisational skills and time management. 	
<ul style="list-style-type: none"> To empathise with individuals and be resilient in stressful situations. 	
Experience	
<ul style="list-style-type: none"> Recent extensive experience of working in a school or setting with early years children 	
Qualifications	
<ul style="list-style-type: none"> A good standard of education including qualifications in English and mathematics at a minimum level of GCSE current grade 4-9 (previous grade A-C) equivalent. 	
<ul style="list-style-type: none"> Higher Level Teaching Assistant or NVQ2/3 desirable. 	

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created

July 2022

Date Reviewed