



Coventry City Council

Job Description

Job Title:	Higher Level Teaching Assistant	Job Number:	
Service:	SEND Early Years	Grade:	4
Location:	Saplings Base, Little Heath Primary		

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

Job Purpose:

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 and Responsibilities:

1. 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.
2. To use and model a range of positive behaviour strategies which will support the emotional regulation of the children in Saplings
3. To plan, deliver and adapt targeted programmes of work to groups and individuals.
4. To encourage good personal hygiene and assist with necessary self-help skills (feeding toileting dressing etc)
5. To share with the teacher the supervision of children at break and lunchtimes
6. To support the reintegration of the children back into school.
7. To assist the teachers in supporting positive home-school links and initiatives.

8. To attend staff meetings and CPD opportunities as directed.
 9. 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.
 10. To maintain and develop working partnerships which foster supportive and effective outcomes for pupils, staff and parents/carers.
 11. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Teacher in charge Saplings Programme

Date Reviewed:

Updated: July 2022



Coventry City Council

Person Specification

Job Title:	Higher Level Teaching Assistant	Job Number:
Service:	SEND Early Years	Grade: 4
Location:	Saplings base, Little Heath Primary	

Area	Description
Knowledge:	<ul style="list-style-type: none">• Knowledge and understanding of the Code of Practice• An understanding of the needs and characteristics of young children and their development• An understanding of the Early Years foundation stage• 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• To be able to communicate and liaise effectively with others• To be supportive caring and patient• To respond flexibly and be adaptable to change• To be open receptive and non-judgemental• Able to deliver programs of support to pupils.• Able to work on their own initiative.• Good organisational skills and time management.• 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
Educational:	<ul style="list-style-type: none">• Maths and English Grade 4 or equivalent• 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 Reviewed:**Updated:** July 2022