

## Job Description    **Higher Level Teaching Assistant – SEND Bespoke Provision Team Leader (KS2)**

Start Date:	September 2026
Responsible to:	SENCO
Location:	Longfleet CE Primary School
Grade:	Grade F SCP 13-17
Hours of work:	8.15am-3.45pm (one hour lunch break) 39 weeks per year Term Time plus Inset Days
Contract Type:	Full-time - Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

- Work in an extended role as part of a team of teachers, other Teaching Assistants and other professionals, under the general direction of the SENCO.
- Deliver and assess bespoke and specific programs to support learners in the KS2 Bespoke Provision
- Take responsibility for small groups of high needs SEND learners, including pupils who find it challenging to engage in a mainstream classroom for an extended period of time
- Support and supervise pupils throughout the school day, promoting independence, confidence, emotional wellbeing, and positive social inclusion.
- Provide supervision, guidance, and support to colleagues, working collaboratively with staff, parents, and external agencies involved in the bespoke provision to ensure a consistent and holistic approach.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check, online searches and satisfactory references.*

### Main Duties & Responsibilities

- Create, develop and maintain an outstanding sensory and learning environment that supports engagement, exploration, and the holistic development of each child.
- Plan and prepare high-quality sensory learning materials, delivering educational experiences that promote cognitive development while enhancing emotional and sensory regulation.
- Implement and model a Total Communication approach in the base daily
- Promote and champion inclusion, ensuring all children remain connected to and involved in the wider school community.
- Co-ordinate and evaluate provision to ensure it effectively meets each pupil's individual needs, making adjustments where required to improve outcomes.
- Work collaboratively with the class teachers to identify relevant support services for pupils, maintaining close liaison with the SENCO.
- Jointly communicate with the class teacher and SENCO when engaging with professional stakeholders and external agencies, such as Speech and Language Therapists, Educational Psychologists, and outreach teams.
- Work with external professionals to ensure specific advice is sought and implemented for individual pupils.
- Collaborate with the class teacher to maintain accurate, up-to-date records, ensuring documentation reflects current needs, progress, and provisions.
- Contribute to the review of Education, Health and Care Plans (EHCPs) alongside the class teacher and SENCO, attend Annual Reviews, and co-create short-term targets (Tiny Steps).
- Support the development of additional plans, including Relational (Behaviour) Plans and Risk Assessments, ensuring consistency across the child's provision.
- Prepare clear written reports and updates for the class teacher and SENCO, including contributions to end-of-year reports.
- Maintain regular, positive communication with parents and carers, fostering strong relationships and shared understanding of each child's progress and needs.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions, policies and standing orders of the school and the Coastal Learning Partnership; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedures.

#### Additional Information

- It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.

#### Supervisory / Managerial Responsibility

- Carry out duties subject to the direction and supervision of a nominated teacher in accordance with arrangements made by the Headteacher of the school.
- Provide advice and initial guidance to staff on SEND-related matters, signposting or referring more complex issues to the SENCO where appropriate to ensure pupils receive the correct level of specialist support.

#### Contacts and Relationships

- Act as a point of contact and source of support for parents and carers, working collaboratively with the child's class teacher and SENCO, and ensuring any concerns or issues are promptly communicated to the appropriate member of staff.
- Communicate and work with all stakeholders involved with the child e.g. Educational Psychologist, Outreach, Class teachers

#### Career / Salary Progression

- Professional development of the role is encouraged by the trust and the SENCO will undertake to arrange this, where possible, on request.

#### Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To support the school's policy and procedure for safeguarding children.
- Be aware of the current responsibilities outlined in Keeping Children Safe in Education and undertake annual safeguarding training.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

## Person Specification      Higher Level Teaching Assistant – SEND Bespoke Provision Team Leader (KS2)

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>• Education support qualification</li> <li>• Educated to GCSE level in Maths &amp; English</li> <li>• HLTA qualification (or working towards one) <b>or</b> subsequent experience of working in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date Safeguarding training</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Experience of working with children in primary schools</li> <li>• Experience of teaching whole classes, preferably within a primary school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a team</li> </ul>
Professional knowledge:	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding issues and procedures</li> <li>• Good numeracy and literacy skills</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of national curriculum and other relevant learning programmes</li> </ul>
Professional skills & abilities:	<ul style="list-style-type: none"> <li>• Ability to work with and control children showing care and understanding</li> <li>• Ability to work with individuals and small groups of children</li> <li>• Ability to be confidential</li> <li>• Ability to control and motivate and inspire class of children</li> <li>• Ability to support children through the school's behaviour policy</li> <li>• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>• Practical Skills</li> </ul>
Qualities & Attitudes	<ul style="list-style-type: none"> <li>• Willing to undertake training as required</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Committed to Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>

Whilst originally based at Longfleet CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.