

THE DIXIE GRAMMAR SCHOOL
JOB DESCRIPTION

POST	SEND Tutor (HLTA)
RESPONSIBLE TO	Academic Support Coordinator/Deputy Head
DIRECT REPORTS	None
CONTRACT TYPE	Permanent & Full Time, Term Time Only
SALARY	Commensurate with skills and experience

JOB PURPOSE

The key purpose of the role is to support and advocate for an individual student and to also be part of a team of SEND support within the Senior School.

Main Duties and Responsibilities

- To act as key support and advocate for a child with an EHCP for Autistic Spectrum Condition and/or Specific Learning Needs.
- To accompany the student throughout the daily timetable as required - a combination of lessons, one to one and social time will be required.
- To plan appropriate 1:1 / small group interventions, as required.
- To act as liaison between teaching staff and the student to communicate their needs to each other.
- To act as liaison between school and parents to provide regular feedback and alleviate any concerns.
- To act as a liaison between school and external agencies e.g. Occupational Therapists.
- To support staff where possible with the production of suitably differentiated work including extension work for the student.
- To complete specialist training as necessary.
- To contribute to the writing of reports as part of feedback to parents.
- To contribute to the setting of IEP targets.
- To contribute to the writing of reports to complete the annual EHCP review.
- To attend the annual EHCP review and any other meetings deemed necessary to support the student.
- To work as part of a team.
- To adhere to school policies
- To undertake other reasonable duties related to the role required from time to time

NB: This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required. The post holder 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.