

Higher Level Teaching Assistant (HLTA) – Social Communication

Grade: Hay 6 (Points 9–19)

Hours: 36 per week, 39 weeks per year

Reports to: Communication & Interaction Lead / SENCo

Purpose of the Role

To deliver targeted interventions and classroom support that develop students' social communication, interaction, and confidence, enabling them to access learning and thrive in a mainstream secondary environment.

Key Responsibilities

Intervention and Support

- Plan and deliver structured social communication interventions for individuals and small groups, aligned with EHCP outcomes and school priorities.
- Implement and adapt programmes designed by external professionals (e.g. Speech and Language Therapists).
- Model and reinforce positive communication and interaction strategies across the school day.
- Monitor progress through clear assessment and feedback systems, reporting regularly to the Communication & Interaction Lead and SENCo.

Collaboration and Communication

- Work closely with class teachers to embed communication strategies in classroom practice.
- Liaise effectively with parents, external agencies, and the wider SEND team to support pupil progress.
- Contribute to multi-agency planning and review meetings as required.

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Leadership and Development

- Support and guide Learning Support Assistants in delivering communication-focused interventions.
- Contribute to staff CPD on communication and interaction strategies.
- Develop and maintain appropriate intervention resources and ensure accurate records are kept in line with GDPR.

Pupil Wellbeing and Inclusion

- Promote inclusion and positive relationships, supporting students to regulate emotions and interacting safely and appropriately with peers.
- Anticipate and manage behaviour constructively, promoting self-awareness and independence.

Professional Responsibilities

- Participate in supervision, appraisal, and CPD to maintain a high standard of practice.
- Adhere to all safeguarding, data protection, and health and safety policies.
- Undertake additional reasonable duties as directed by the SENCo or Leadership Team.

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Person Specification

Qualifications & Experience

- Educated to degree level or equivalent
- Experience supporting students with social communication and interaction needs (ASD, ADHD, DLD, SEMH).
- Experience in a mainstream or specialist educational setting.
- Strong ICT skills for data tracking and intervention monitoring.

Skills & Knowledge

- Deep understanding of social communication challenges and practical classroom strategies.
- Excellent communication and teamwork skills.
- Ability to plan, deliver, and evaluate targeted interventions.
- Skilled in managing sensitive information and maintaining confidentiality.

Personal Qualities

- Positive, proactive, and resilient.
- Highly organised and reflective in practice.
- Committed to inclusion and high expectations for all learners.
- Calm and solution-focused under pressure.