

**Chilton Community Primary School**

**Job Title:** Higher Level Teaching Assistant (with interest in Pastoral Support)  
**Scale/Point:** Grade 4 Point 12  
**Line Manager:** Headteacher

**Role Overview:**

This dual role combines the responsibilities of a Higher Level Teaching Assistant (HLTA) with a focus on proactive pastoral support. The successful candidate will identify and support children and families needing additional provision, while also covering classes as needed.

**Key Responsibilities:**

**Pastoral Support:**

* Proactively identify and support children and families requiring additional provision.
* Promote parental engagement and collaboration with support services to achieve school improvement objectives.
* Advocate for children, ensuring their voices are heard and their views are appropriately disseminated.
* Offer support to families, signposting specialist services as needed.
* Ensure parents and carers have access to universal support services to improve family outcomes.
* Establish and maintain close links with CYP services and other extended services.
* Provide regular drop-in sessions for families and connect parents with extended services.
* Communicate effectively with all families using various methods.
* Offer support and advice on parenting, child development, and family issues, including school readiness.
* Act as the Young Carers Lead within the school.
* Liaise with the Senior Leadership Team (SLT) to address pastoral needs and make appropriate referrals.
* Make referrals to external agencies for family support, such as CAF and parenting programs.

**Teaching Support:**

* Deliver planned lessons or activities to support school leaders.
* Assess, record, and report on pupil development, progress, and attainment, using this information to extend and challenge learning.
* Collaborate with staff and other professionals, providing relevant pupil information.
* Provide short-term class cover, both planned and in unexpected situations.
* Attend weekly staff meetings.

**Designated Safeguarding Lead (DSL) Responsibilities:**

* Serve as an Alternate DSL to safeguard children at the school.
* Attend relevant training as required by legislation.
* Participate in weekly safeguarding meetings with the leadership team.
* Pursue safeguarding referrals under the direction of the senior DSL.
* Work with multi-agency teams, attending meetings related to FNM, CIN, and CP.
* Ensure staff are informed about issues such as FGM, CSE, and CME.
* Oversee the maintenance and security of safeguarding records to meet Local Authority and Ofsted expectations.
* Manage off-role pupil safeguarding records, ensuring timely and secure transfer.
* Liaise with relevant staff to discuss at-risk children and families.

**Attendance:**

* Attend meetings and liaise to improve pupil attendance, devising strategies and action plans for vulnerable pupils.
* Work with families and agencies to support improved attendance.
* Create case studies related to attendance and family support.

**Policies:**

* Promote and support the implementation of school policies and procedures.

**Role Model and Support:**

* Serve as an effective role model in appearance, interaction, behaviour, and expectations.
* Act in a supportive and approachable manner towards team members.

**Behaviour Management:**

* Assist the SLT in managing behaviour across the school.
* Provide support to teachers needing behavioural interventions.
* Assist with exclusions where appropriate.
* Act as a point of contact for parents needing support with their children’s behaviour, offering advice or referrals to parenting courses.

**Additional Duties:**

* Duties and responsibilities may vary according to the changing needs of the school. This job description may be reviewed and amended through discussion with the post-holder.