

Job Title: Higher Level Teaching Assistant (Autism Outreach Team)
Team/Service Area: SEND Specialist Support Services Team: AOT
Directorate Education: SEND
Salary/Grade: Grade 5
Line Manager: Team Leader
Direct Reports: 0
Location: Agile: Base is at Bunny Hill but work will be in settings across Sunderland.

About the Role

Are you passionate about making a real difference in the lives of children? Join the Autism Outreach Team at Together for Children, a well-established and dedicated team of Teachers, Higher Level Teaching Assistants, Teaching Assistants and a Specialist Mental Health Nurse. Based at the Bunny Hill Centre in Sunderland, we provide vital support and guidance to professionals, children, and young people. As part of this role, you will have the opportunity to work both independently and collaboratively within the wider SEND Specialist Support Services Team.

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities

- Lead and model autism-specific support strategies for teachers, teaching assistants, and other practitioners, tailored to individual children and young people in Primary and Secondary settings.
- Contribute to assessing the individual learning needs of children and young people with an autism diagnosis, helping shape the support they receive.
- Develop and deliver training to practitioners, sharing your expertise and helping others enhance their practice.

Our Expectations

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- Uphold all relevant professional policies, standards and legislative requirements.

- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.
- Follow Together for Children Sunderland's and NHS ICB's information security standards.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post. Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made.

Date: September 2026

Person Specification – Higher Level Teaching Assistant

The essential requirements for this post and how candidates will be assessed are set out below. Where ‘application form’ is the method of assessment, candidates should evidence that they meet these criteria, to be successful at the shortlisting stage.

We encourage the use of different methods of assessment, including using skills-based assessments, as part of the selection process. Any assessments will usually be carried out prior to interview for shortlisted candidates. Examples include job-related tasks (e.g. analysis of data, in-tray exercise, case study analysis), presentation, group exercises, Children and Young People’s Panel.

Essential Requirements	Method of Assessment
Qualifications • Maths and English at GCSE Grade 4 / C (or equivalent) • Higher Level Teaching Assistants’ Award (HTLA status) or equivalent. • Ability to meet the travel requirements of the post.	Application Form
Experience • Minimum of 3 years experience working with SEND in mainstream or specialist settings, including working with young people within Key Stage 3 and 4. • Experience and knowledge of how best to meet the needs of children and young people with a diagnosis of Autism within a mainstream or specialist setting, including within Key Stage 3 and 4. • Evidence of commitment to CPD within the last two years.	Application Form / Interview
Knowledge and Understanding • Comprehensive understanding of Autism and associated differences in communication, social interaction, sensory processing, emotional regulation and learning across the Primary and Secondary age range. • Awareness and knowledge of teaching approaches to support Autistic children and young people and the understanding to support teaching staff in relation to these.	Application Form / Interview

• Strong understanding of safeguarding processes and the ability to proactively implement safeguarding protocols. • Good understanding of SEN Code of Practice and National Curriculum.	
Skills and Abilities • Excellent communication skills, including the ability to demonstrate an empathetic approach when there are different points of view. • Ability to maintain good working relationships with students, carers, parents, school staff and other relevant practitioners. • Strong organisational and ICT skills including the ability to organise meetings, record notes and write accurate detailed reports with clear recommendations to support teachers and other practitioners. • Ability to assist in the planning, assessment and teaching of Autistic children and young people, including setting and monitoring appropriate targets. • Ability to adapt strategies to a variety of settings and different age and ability groups. • Ability to design, select and adapt appropriate resources to support individual children and young people. • To be able to deliver training on Autism to a wide range of audiences. • Ability to work flexibly and demonstrate strong time management skills when planning own workload. • Ability to work effectively both independently and as part of a wider team.	Interview / Assessment
Other Requirements • Demonstrates an understanding of, and ability to, promote equality of opportunity, diversity and inclusion.	Interview

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