

JOB DESCRIPTION

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| Job Title: | HLTA |
| Salary Range: | £18,755 - £23,111 FTE (45.248 paid weeks per year) |
| Hours: | 36.25 hrs per week |
| Base: | Budehaven ARB at Budehaven School |
| Responsible to: | ARB Lead Practitioner |
| Direct Supervisory Responsibility for: | n/a |
| Important Functional Relationships: Internal/External | Staff, pupils, parents, Trust, community, external agencies |

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| Main Purpose of Job: |
| <ul style="list-style-type: none"> • To complement teachers' delivery of the curriculum and contribute to the development of other support staff, pupils, ARB policies and strategies. • To work collaboratively with teaching staff and assist teachers in the whole planning cycle and management/preparation of resources. To supervise whole classes during the short-term absence of teachers. • To provide support for pupils, the ARB teachers and the Special Partnership Trust in order to raise standards of achievement for all pupils, utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes • To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life including mainstream attendance where appropriate. |

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| Main Duties and Responsibilities: |
| <p>Planning</p> <ul style="list-style-type: none"> • Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans. • Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need. • Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes. • Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils. • Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom. |

- Use behaviour management strategies, in line with the Special Partnership Trust's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Organise and safely manage the appropriate learning environment and resources
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which may be held outside school hours.

Mentoring, Supervision and Development

- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school.
- To participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Understand and implement Special Partnership Trust child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's personal care needs, to include by not limited to changing, dressing, caring for sick, injured or distressed children.
- To meet the mobility needs of pupils assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
- To meet the needs of pupils with emotional and behavioural difficulties.
- To support the teacher in the management of pupils with challenging behaviour so as to prevent harm and disruption to the pupil or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils during break and lunch and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

General/Other:

- Any other duties required by the ARB teacher, Lead Practitioner or SPT senior staff, which is within the scope of this post.
- To work within and encourage the SPT Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the SPT's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Person Specification:

| | Essential | Desirable | Recruiting method |
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| Education and Training | <p>Meet HLTA standards or equivalent qualification or experience.</p> <p>Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2</p> <p>A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.</p> | <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</p> <p>Hold relevant qualifications equivalent to at least NQF Level 3.</p> | Application |
| Skills and Experience | <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> | <p>Sound IT skills to support learning and maintain electronic information systems.</p> | Application or Interview |
| Specialist Knowledge and Skills | <p>Understanding of behaviour management strategies.</p> | <p>Understanding of First Aid procedures.</p> <p>Team teach qualification</p> | Application Interview Assessment |

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.
 Applicants must be willing to undertake HLTA qualification if required.

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| How to apply: | <p>To download an application pack or apply online please visit the Special Partnership Trust website: www.specialpartnership.org</p> <p>Please complete an application form in full and return to: krowe@specialpartnership.org</p> <p>Please note that we do not accept CVs.</p> |
| Contact details: | <p>Address: Kat Rowe – ARB Lead Practitioner Special Partnership Trust c/o Pencalenick School St Clement Truro TR1 1TE</p> |
| Closing date: | <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion, your application has been unsuccessful.</p> |