

## **JOB DESCRIPTION**

<b>Post Title:</b>	HLTA with responsibility for KS2-KS3 SEND Transition and Co-ordination of Children who are Looked After (CLA) and Previously Looked After Children (PLAC)
<b>Department:</b>	Children's Services
<b>Establishment/Post No:</b>	
<b>Division/Section:</b> Education	<b>Post Grade:</b> Grade 10
<b>Location:</b> Parrenthorn High School	<b>Post Hours:</b> 35 Hours a week <b>Term Time plus Five days</b>
<b>Purpose and Objectives of Post:</b>  To work under the guidance of the Head of Learning Support and within an agreed system of supervision, to plan, prepare and implement agreed work programmes with individuals/groups, in or out of the classroom. To have overall responsibility of managing literacy intervention across school.	
<b>Accountable to:</b> Headteacher	
<b>Immediately Responsible to:</b> SENCo	
<b>Immediately Responsible for:</b> Team of Learning Support Assistants	
<b>Relationships:</b> (Internal and External) Head Teacher SENDCo Designated Teacher for Children who are Looked After Teachers Support Staff Pupils Partner Primary School Staff Parents Social Workers Other Support Agencies	
<b>Control of Resources:</b> none	

**Duties and Responsibilities :**

- Oversee the transition from Y6 to Y7 of Special Education Needs and Disabilities pupils.
- Be the central point of initial contact within the school for Children who are Looked After.
- Supervise and provide support for special needs and Children who are Looked After, and other children, ensuring their access to the curriculum.
- Have an active role in the development, monitoring and reviewing these pupils throughout the summer term of Year 6 and throughout their first year at Parrenthorn.
- Build and maintain relationships with other professionals, in particular the virtual school head (VSH) and the local authority's SEND department, to ensure the school responds effectively to pupils' needs, including decisions about the use of PP+ funding to support looked-after children
- Work with relevant professionals, including social workers and school staff, to develop, monitor and review looked-after and previously looked-after children's PEPs, including ensuring that they detail how looked-after children are benefitting from the use of PP+ funding
- Develop, monitor and review Individual Education/Behaviour Plans and Personal Care Plans.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lesson/ work as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment monitoring strategies against pre-determined learning objectives.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil learning styles and responses.
- Establish good relationships with pupils and interact with them according need
- Promote inclusive practice in the classroom for all pupils.
- Encourage pupils to interact with others and join in group activities.
- Promote self-esteem and independence.
- Feedback to the pupil through review, to assess progress and achievement, under the direction of either the class teachers or the SENCO. This is to be done according to Learning Support Department policy.
- Provide clerical/administrative support.
- Liaise with teachers to promote a positive learning environment and to support children in achieving learning goals.
- To provide examination support where appropriate and as directed by the SENCO.
- Establish and maintain constructive relationships with parents/carers and other professionals.
- Adjust learning activities to reflect the needs of the individual child and to undertake structured learning tasks/programmes under the direction of the SENCO and/or class teachers.
- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Concerns to be reported to appropriate person.
- Contribute to school ethos, aims and development.
- Support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and performance development tasks as required.
- Assist with supervision of pupils out of lesson time, including lunchtime.
- Participate in visits and trips out of school and take responsibility for a group under the supervision of a teacher.

Promote a culture that ensures SEND and CLA children are:

- Encouraged to actively participate in school life and have a sense of belonging to the community of Parrenthorn
- Prioritised for academic support
- Supported to succeed and aspire to further and higher education or highly skilled jobs
- Able to take ownership of their learning and have opportunities to discuss their progress
- Able to discuss difficult issues and have their voice listened to

**Additional Responsibilities/Leadership:**

- To work under the guidance of the Head of Learning Support and Designated Teacher and within an agreed system of supervision, to plan and implement agreed work programmes with individual groups, in or out of the classroom.

- To provide guidance and training for other LSAs who may need additional support with their work, in liaison with Head of Learning Support and linked to the performance review procedures of the department.
- To observe and provide feedback to the LSAs within lessons.
- Lead and manage a team of LSA's.
- Monitor and support the progress of pupils with an Educational Health Care Plan and children on the SEN register with particular focus on children at School Support stage.
- Plan and lead and support intervention groups as required.
- Maintain SEN register and keep provision maps up to date.
- To complete testing of pupils as required so to assess the need for intervention.
- Administer and assess/mark tests and invigilate exams/tests
- To assist in the recruitment process for junior LSA's
- To communicate and advise staff across the school on SEN issues and practice.
- To organise regular training workshops for staff.
- To facilitate and manage resources to support adaptation.
- To help evaluate the effectiveness of staff training to inform future planning.
- To provide support to Learning Support Department at Open Evenings and New Intake Parents' Evenings. Negotiated support at Parents' Evenings.
- Plan, prepare and teach groups of designated pupils in identified intervention
- Provide 1:1 teaching to selected pupils as required.
- Make referrals and collaborate with outside agencies where appropriate

As an employee of Parrenthorn High School you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Parrenthorn High School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

#### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos.
- This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes for our most vulnerable students;
- Interest in playing a part, through education, in inclusion;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils and parents/carers and external agencies;
- To be an ambassador for Parrenthorn/Vision Trust in dealing with external persons, and to be an admired and respected member of the team
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

**Qualification/Experience Criteria:** Educated to degree level (preferable)

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools.
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the school's procedures in line with code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance development process.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other duty as specified by the Senior Leadership Team not listed above.
- To be a key part of the life of the Parrenthorn School community, to support both the values, vision and ethos of The Vision Trust and encourage pupils to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Vision Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

<b>Job Description prepared by:</b>	<b>Signed: H Nicholls</b>	<b>Date:</b>
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