

Heathside School

Job Description- Numeracy HLTA

Job Title	Numeracy Higher Level Teaching Assistant	Grade	ElmWey 6
Department	SEND	Hours	16.5 hours – Mon-Fri, 8:30am – 3:10pm
Reports To	SENDCO	Weeks	38.4 Weeks – Term-time only

JOB PURPOSE

To support the learning and teaching of our students. To deliver structured intervention to ensure students 'catch up' to their peers.

MAIN DUTIES AND RESPONSIBILITIES

Support for Students

- To lead on the delivery of structured interventions as directed by the SENCO
- To develop an understanding of the special educational needs of students on the SEN register
- To take into account students' special needs and ensure their access to lessons through appropriate clarification, explanations, equipment and materials
- To lead small group sessions for students that are part of the nurture group
- To monitor student progress and to develop interventions that support student learning
- To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs
- Provide support and facilitate interaction with peers in the classroom and around school
- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Promote the inclusion and acceptance of all students
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3 as directed
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
- Assist with the supervision of students out of lessons, i.e. before and after school and at break times
- Accompany teaching staff and students on visits, trips and out of school activities as required

Support for staff

- To have formal and informal meetings with teachers to contribute to planning lessons and activities, where appropriate or necessary
- To supervise practical tasks within the classroom, where required
- To carry out structured classroom assessment/ observation and feedback outcomes, as directed by the SENCO
- Be aware of and continually monitor student problems/progress/achievements and report to the teacher and SENCO as agreed, attending meetings as required
- Assist in teachers in lesson to provide additional support as requested.
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers and attend meetings as directed
- Provide clerical and administrative support e.g. photocopying, typing, filing.
- Assist with educational visits and activities, some of these may be off-site. This includes the opportunities for overnight stays and overseas travel.
- To model good practice for the other TAs employed at the school
- To advise the SENCO on SEN related issues, such as the deployment of TAs, and training needs of teaching staff

Other

- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service training
- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required.
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core values of respect and trust. All staff are expected to be committed to this ethos in everything they do and avoid any action that may be detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust, your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately.

The job description and person specification are current at the date issued. The duties, responsibilities and accountabilities highlighted are indicative and may vary over time at the discretion of the Trust, in consultation with you, to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post. This job description is an integral part of the Appraisal and line management process.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
<p>Experience</p> <p>Experience of working with children SEND needs, preferably at secondary age</p> <p>Possess an understanding of the importance of lesson planning, EHCP's and learning objectives to contribute to learning</p> <p>Previous experience of working with young people in a school environment</p> <p>Previous experience of working with vulnerable families and external agencies</p> <p>Demonstrate experience of delivering individual or group based support</p> <p>Working with people at all levels both internally and externally</p> <p>Delivery to tight deadlines</p>		<p>D</p> <p>D</p> <p>D</p>	<p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int</p>
<p>Skills, knowledge and abilities</p> <p>Excellent written and oral communication and presentation skills</p> <p>Ability to prepare and present reports</p> <p>Ability to work well under pressure</p> <p>Able to demonstrate decision making skills and give advice</p> <p>Good IT skills, eg Excel, Word, SIMs</p> <p>Meticulous attention to detail & maintain high level of accuracy</p> <p>Able to work on own initiative and under direction</p> <p>Knowledge and understanding of data and how it is used</p> <p>Knowledge of school attendance and safeguarding legislation</p> <p>Ability to relate to and motivate young people who may be experiencing difficulties</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>	<p>App/Int/Ref</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p>Qualifications and Training</p> <p>HLTA recognised qualification level 4 or educated to degree level.</p> <p>Good general level of education including English & Maths at GCSE/A Level</p> <p>Recognised L2/3 qualification</p> <p>Awareness of safeguarding procedures (training will be provided)</p> <p>Full Driving Licence</p>	<p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>App</p> <p>App</p> <p>App/Int</p> <p>App</p>
<p>Personal attributes</p> <p>Good interpersonal skills and ability to relate well to young people</p> <p>Calm and confident under pressure</p> <p>Work flexibly (outside normal working hours) & manage own time</p> <p>Sensitivity, empathy and awareness of confidentiality requirements</p> <p>Self-motivated with a willingness to undertake further training</p> <p>A team player displaying a commitment to an inclusive education</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>Int/Ref</p> <p>App/Int</p> <p>App/Int</p> <p>Int</p> <p>Int</p> <p>Int/Ref</p>

App = Application

Int = Interview/Test

Ref = Reference