



JOB DESCRIPTION

Job Title: Forest School HLTA

Grade: GR 3

Purpose of Job Role:

To work closely with and under the guidance and supervision of the class teacher to plan, prepare and deliver aspects of the curriculum, interventions and support programmes.

To deliver to small groups of individuals but will also on occasions involve taking the whole class.

To take training responsibilities for other teaching assistants.

Duties and Responsibilities:

Use specialist skills to

- Meet the intellectual, physical, social and emotional needs of young people
- Assess the needs of young people and contribute to the development of support plans and review documents
- Be the key worker to a group of Young People
- Support the activities of individuals or groups
- To deliver activities to individuals or groups
- Establish and maintain relationships with individual young people and groups
- Support young people during learning activities
- Provide support for bilingual/multilingual young people (where appropriate to the focus of the role)
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- Support young people with literacy and numeracy skills
- Support young people to access the curriculum
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for the Teacher(s)

- Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet the individual needs of young people
- Organise and manage learning sessions with specified groups of young people
- Monitor and assess specified individuals and groups of young people in accordance with the monitoring and assessment arrangements
- Provide information and reports as required on the achievement and progress of young people
- Contribute to the planning and evaluation of the curriculum and learning activities
- Assist in preparing and maintaining the learning environment
- Contribute to the management of young people behaviour (with the exception of physical handling if not nominated and trained)
- Contribute to maintaining young people records
- Support the maintenance of young people's safety and security
- On occasions, supervise the whole class when required. (Alternative arrangements will be made for longer teacher absences.)
- Specified work includes planning, delivery and assessment of lessons under the direction of teachers.
- Work with parents/carers to enhance young people learning and development including taking the lead role in home visits if required.





- Supervise and support the work of other teaching assistants in the class
- Undertake routine marking of young people's work in line with the relevant policy
- Provide general clerical/administrative support, for example, photocopying, collecting money, administer course work, produce worksheets etc.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at any other sites within JBA as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
11. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal/CEO may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s:

Responsible to: Principal, Vice Principal, Centre management

Responsible for: n/a

Job description issued after consultation

Signature of the Headteacher.....

Date

Copy received by

Signature of the Post holder.....

Date

