

Job Profile: HLTA



Salary scale:	SO1, SCP 23-25
Working hours:	32.5 per week
Academy/department:	Bishop Young CofE Academy
Responsible to:	SENCo
Nature of contract:	Permanent, term time only, 38 weeks per year plus 5 days (39 weeks)

Job purpose:

To provide higher level assistance in the support and inclusion of students at Bishop Young Academy by supporting the work of the teachers and support staff both in the Ark provision and within mainstream.

The HLTA will teach individuals, groups and whole classes either on their own in the Ark or in the presence of a teacher and/or other teaching assistant. They will also supervise/cover classes as the need arises within Mainstream Interventions and within Dovecote as required.

Job specific responsibilities:

Planning & Expectations

- Effectively contributing to teachers' planning and preparation of lessons within mainstream.
- Ensuring lessons are planned (within the framework by the teacher)
- Ensuring pupils and colleagues within the Ark receive feedback on pupil's learning and behaviour.
- Selecting and preparing teaching resources that effectively meet the diversity of pupils' needs and interests
- Effectively contributing to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with Academy policies and procedures
- Understand and contribute to the EHCP and FFI process where required
- Assist the Access Support Lead, SENCO and Leadership Team with the effective inclusion of vulnerable learners to access a full and diverse supported curriculum
- Act on behalf of the teacher in ensuring the health and safety of the students in the classroom, keeping the learning environment secure and endeavour to leave the classrooms as found

Monitoring and Assessment

- Supporting teachers in evaluating pupils' progress through a range of assessment activities, including written feedback
- Monitoring pupils' responses to learning to assist in preparing and modifying future approaches to learning
- Monitoring pupils' participation and progress, and giving constructive support to pupils as they learn, as well as providing feedback to teachers
- Contributing to maintaining and analysing pupils' progress

Teaching and Learning Activities

- Teach individuals, groups and whole classes either on their own in the Ark or in the presence of a teacher and/or other teaching assistant to students with Special Educational Needs and Disabilities.
- Supervise/cover classes (instead of a supply teacher) at short notice in the absence of a teacher (unplanned absence) within mainstream interventions and sometimes in Dovecote.

- Ensuring the students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimize the effect of the teacher’s absence upon the students’ learning
- Using clearly structured teaching and learning activities which interest and motivate pupils and advance their learning
- Supporting pupils learning with effective and sensitive communication
- Promoting and supporting the inclusion of all pupils in learning activities to ensure equal and fair learning opportunities.
- Using behaviour management strategies that are in line with the Academy’s policy and procedures, which contribute to a purposeful learning environment
- Advancing pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present
- Guiding the work of other adults supporting teaching and learning (where relevant)
- Challenging stereotypical views, bullying or harassment by following the Academies policies and procedures
- To take an active role in the Academy’s pastoral care of students

General Duties

- To support Academy and SEND events and attend as required.
- To undertake ad hoc duties as may be required by the Access Support Lead, SENCO, Head of School and / or Senior Leadership Team.
- To deliver planned interventions
- To facilitate a safe space at break and lunch for pupils to access
- To adhere to Academy policies and procedures.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to reflect critically, and respond to, performance and feedback	✓	
Think creatively in order to anticipate and problem solve	✓	
A keen user of technology, IT systems and applications	✓	
Foster an open, fair and equitable culture, managing conflict where necessary.	✓	
Excellent interpersonal, written and oral communication skills	✓	

Ability to work flexibly and collaboratively as part of a team as well as on own.	✓	
Excellent time management and organisational skills	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent	✓	
Higher Level Teaching Assistant Award or appropriate level of experience of operating in the classroom environment	✓	
Training in relevant learning strategies e.g. literacy, numeracy	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

