

HLTA/Active Citizens Lead

Job Description & Person Specification



Approved by: Jayson Rawlings

Last reviewed on: September 2025

Next review due by: September 2026

Title: Higher Level Teaching Assistant/ Active Citizens Lead

Salary: £26,225 - £32,043

Hours: 40 hours

Contract type: Full Time

Location: Bradbourne Park Road, Sevenoaks Kent. TN13 3LD

Reporting to: Deputy Headteacher and Headteacher

Responsible for: Learning Support Assistants (supporting Active Citizens)

Purpose and Objectives

The HLTA/Active Citizens Lead will:

Develop and run our bespoke Active Citizens Curriculum.

Providing outdoor and off-site activities, visits and trips to expand the opportunities and learning outcomes for our pupils.

Work closely with the Senior Leadership Team to ensure the Active Citizens Curriculum is inclusive, varied and engaging.

In consultation with the Headteacher and Deputy Headteacher, support with the delivery of the curriculum at Laurel House School.

Work with class teachers to raise the learning and attainment of pupils through Active Citizens

Promote pupils' independence, self-esteem and social inclusion

Duties and responsibilities

- Set expectations and challenges for pupils to help them achieve their full potential
- Work with the Head Teacher and SLT to ensure that Personalised Learning Plans are used to set specific targets to match experiences to pupil's needs
- Ensure curriculum coverage, continuity and progression in your subject for all pupils, including those of high ability and those with specific needs
- Managing effective development of pupils individual and collaborative skills necessary for them to become increasingly independent when out of school.
- Using local and regional amenities and leisure facilities to provide a range of activities.

- Establish and implement clear policies and practices for assessing, recording and reporting of pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Establish clear targets for pupil development and evaluate progress and achievement by all pupils, including those with special educational and linguistic needs.
- Prioritise and manage own time effectively.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and activities as part of the Active Citizens and Personal Development Curriculum
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the Senior Leadership Team
- To cover and lead class teaching as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Contribute to the writing and updating of Positive Behaviour Support Plans, Risk Assessments and Pupil Profiles
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the risk assessments, bookings resources and vehicles for Active Citizens on a daily basis. Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers as and when required, keeping informed of behaviours and promoting positive behaviour and relationships.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Liaise with the DSL in regard to any Safeguarding matters and report using MyConcern.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Undertake risk assessments of the school Active Citizens Minibus, activities and young people to ensure safety of all activities outside of Laurel House School under the direction of the EVC Lead.
- Ensure that First Aid qualifications and other related qualifications are updated in liaison with their line manager.
- Look after children who are upset or have had accidents whilst on Active Citizens and around the school using a relational approach.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Undertake First Aid Training
- Undertake EVC Training
- Take part in the school's appraisal procedures

Other areas of responsibility

- Safeguarding is everyone's responsibility
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Report any safeguarding concerns to the Designated safeguarding Lead and record on MyConcern.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- The HLTA will be required to follow school policies and the staff code of conduct.

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures as adopted by the governing body/executive team should be used for the settling of any disputes.

The HLTA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. All staff are required to

report all safeguarding concerns to the DSL and record these on MyConcern in line with the schools Child Protection Policy.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

Criteria	Qualities	MOA
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths HLTA course essential	A.F./C & I
Experience	Experience working in a school environment or other educational setting Experience working with children / young people with ASC/SEMH needs Experience planning and delivering outdoor learning activities and opportunities Experience of planning and risk assessing outdoor learning activities and opportunities.	A.F/I & T

Skills and knowledge	Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Good ICT skills, particularly using ICT to support learning Understanding of roles and responsibilities within the school Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group of children Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	A.F./C & I
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Personal qualities	Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality A warmth and sensitivity in relationships with both children and adults Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children and young people Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality A flexible approach	A.F & I
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2024

Next review date: September 2025

Declaration

I _____ (Insert Full Name) have received, reviewed and fully understand the job description for the SEN Classroom Teacher position at Laurel House School.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name)

Employee Signature _____ Dated _____

Headteacher/line manager _____ Dated _____