

Job Profile: HLTA



Salary scale:	SO1, SCP 23-25
Working hours:	32.5 per week
Academy/department:	Bishop Young CoFE Academy
Responsible to:	Resource Provision Manager/Senco
Nature of contract:	Fixed term Maternity Cover, 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 within the Dovecote provision at Bishop Young Academy by supporting the work of the teachers and support staff both in the provision and within mainstream.

Job specific responsibilities:

- Provide comprehensive support for neurodivergent pupils, facilitate access to learning and be able to identify and mitigate barriers for pupils.
- Demonstrate a range of fundamental skills required for the delivery of targeted or personalised interventions alongside the curriculum to meet the needs of pupils diagnosed or suspected to be neurodivergent.
- Communicate compassionately and effectively to promote nurturing relationships with children, colleagues, and carers/agencies, at an appropriate level.
- Be a passionate and committed advocate for autism and comfortable delivering interventions.
- Identify pupils that need further support, through monitoring progress data and track interventions to measure impact.
- Plan and deliver evidence based interventions competently as part of the graduated approach.
- Refer to external agencies for support as appropriate.
- Work closely with teaching staff, and other teaching assistants, supporting with the delivery of learning activities, and where necessary, including the preparation of materials and resources for interventions.
- Support the SENCO with maintaining contact with parents or carers, 3rd parties or external agencies where appropriate.
- To communicate on a regular basis to the SENCO and wider teaching staff regarding specific needs and support for neurodivergent pupils.
- Have a sound understanding of provision mapping and be able to plan appropriate intervention with a personalised approach.
- Know how to compose informative and effective pupil passports and learning plans inclusive of, strategies for universal support for teachers to access.
- Work with integrity, enthusiasm, and creativity to support the learning of our pupils and inspire in conjunction with our Academy mission and values.
- To provide support with lunchtime supervision on a rota basis.

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 delivered, 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

