

Job Description

Higher Level Teaching Assistant with Lead for outdoor and alternative education (non-teaching based)

Responsible to:	Deputy Headteacher
Salary Grade:	Scale 5 points 9 – 12
Actual Salary from:	£23,940 to £25,120 (pro-rated)
Part time:	40 weeks per year (term time, plus non-pupil days and 1 week during the school closure periods)
Working Hours:	37 hours per week (Mon – Thu: 08.30am-16.30pm, Fri 08:30am–16:00pm)

Job Purpose:

- Lead Outdoor and Alternative Education: Design and deliver engaging, practical, and outdoor learning sessions that promote personal growth, wellbeing, social/emotional skill development, and academic progress outside the traditional classroom. Working as part of the school's inclusion and pastoral team, the postholder will use these opportunities to help students re-engage with learning and build confidence.
- Intervention Planning & Delivery: Be responsible for the planning, delivery, monitoring, and evaluation of evidence-based interventions for classes, groups, or individuals. This includes leading interventions and supporting students within the Inclusion Hub.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Main purpose

The HLTA with Lead for Outdoor and alternative education, under the direction of the SENDCo and Deputy Headteachers, will:

- Plan and deliver engaging, SEMH, academic curriculum-linked outdoor and alternative learning experiences that use practical, creative activities to support and re-engage students of all abilities.
- Plan, deliver and review SEMH, Pastoral and academic interventions, feeding back to the Inclusion manager and wider Inclusion team.
- Work alongside the Inclusion team to support, guide and supervise students with a range of behaviours.
- Foster positive relationships and provide personalised support to help students develop confidence, resilience, and social-emotional skills through engaging interventions, outdoor and vocational learning experiences.
- Ensure the safety and wellbeing of all students by following safeguarding procedures, conducting risk assessments, and maintaining safe equipment and learning environments.

Key Duties and Responsibilities

1. Outdoor and Alternative Education Delivery

- Plan and deliver high-quality outdoor and alternative learning sessions and programmes tailored to individual and group needs.
- Provide curriculum-linked outdoor learning opportunities that support key subjects such as science, geography, PE, geography and personal development.
- Lead practical, experiential activities such as team-building, environmental projects, horticulture, outdoor crafts, and other activities based on student interest and leader skills and experience.
- Support students who may struggle with traditional learning environments by offering flexible, creative approaches.

2. Student Engagement and Support

- Build positive relationships with students, particularly those at risk of exclusion or disengagement.
- Promote social, emotional, and behavioural development through structured intervention and mentoring.
- Work with key staff to create personalised learning plans that reflect students' strengths, interests, and goals.
- Encourage self-regulation, resilience, and confidence through mentoring and coaching in a range of contexts.

3. Health, Safety and Safeguarding

- Complete and maintain thorough risk assessments for all sessions and outdoor areas.
- Ensure the safety and wellbeing of students at all times, following school safeguarding and health & safety procedures.
- Maintain equipment and resources for outdoor and practical learning activities.

4. Collaboration and Professional Development

- Work alongside teaching and Inclusion staff to integrate outdoor and alternative provision into the wider curriculum and inclusion strategy.

- Liaise with parents, carers, and external agencies to support student progress and wellbeing.
- Contribute to the development of new projects, partnerships, and community-based learning opportunities.
- Participate in relevant training, CPD, and supervision to enhance professional practice.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.