

Job Description

Post Title	Salary	Reviewed
HLTA	Grade 9	July 2026

Managed by: Lead Teacher

Job Purpose

The HLTA works with children individually and in groups to support their academic, social, emotional and behavioural development. The HLTA supports the delivery of a personalised SEMH curriculum through the delivery of lessons, targeted interventions and pastoral support. Using evidence-informed and trauma-informed approaches, the HLTA promotes engagement in learning, develops readiness to return to school and supports successful transitions and reintegration. The HLTA may work across in-reach, outreach and transition provision according to the needs of the service.

Key Job Outcomes

Core Work

- Deliver planned lessons and learning activities for individuals and groups under the guidance of teaching staff.
- Deliver bespoke intervention programmes for individuals and groups linked to identified needs, assessments and support plans.
- Support pupils to develop literacy, numeracy, communication, emotional regulation, resilience and independence.
- Support the development of social skills, relationships, self-esteem and positive attitudes towards learning.
- Contribute to baseline assessments, screening activities and progress monitoring.
- Support pupils to engage with personalised learning pathways and overcome barriers to learning.
- Promote readiness for learning and readiness to return to school.
- Contribute to transition and reintegration programmes for pupils accessing the provision.
- Provide outreach support within schools and other educational settings where required.

- Use a range of evidence-informed and trauma-informed approaches to support engagement, behaviour and emotional wellbeing.
- Prepare and develop learning resources and intervention materials.
- Liaise with teachers, school staff, parents and external professionals to support pupil progress.
- Work within own competencies under supervision and attend CPD opportunities.

Monitoring and Evaluation

- Participate in assessment and progress tracking before, during and after intervention programmes.
- Monitor and record pupil engagement, attendance, behaviour and learning outcomes.
- Maintain accurate records of lessons, interventions and pupil progress.
- Contribute to pupil reviews, reports and support plans.
- Provide feedback to staff and support pupils as they learn.
- Maintain evaluation records as evidence of effective practice.
- Support the identification of next steps and future support needs.

Safeguarding and Attendance

- Work with safeguarding leads, school staff and external agencies to support students in times of crisis or increased need.
- Report concerns and disclosures in line with safeguarding policy.
- Promote attendance, engagement and participation in learning.
- Support the development of positive behaviour, self-regulation and resilience.
- Maintain a safe, nurturing and inclusive learning environment for all pupils.

Developing North Star Academy Trust

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy and departmental codes of practice.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.

- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.