



JOB DESCRIPTION

Higher Level Teaching Assistant - Sport

Job Title: HLTA - Sport

Responsible to: Senior Leader

Purpose of the Role

- The post-holder will be required to work with students at all Key Stages; at Willow Vale centres, in an outreach capacity and online.
- Working under an agreed system of supervision, take responsibility for specified work within a framework set by an assigned teacher.
- To complement the professional work of teachers at WILLOW VALE SCHOOL by planning and preparing lessons and learning programmes for students
- **To plan and deliver Sport and Outdoor Education for our school, delivering high quality lessons and activities.**
- **To work with others in the team to develop the Outdoor Education and Sports offer in our school and in Partnership work.**
- **To offer 1:1 and small group mentoring through Outdoor Education and Sports for young people who require a targeted approach.**

Main Responsibilities & Duties

1. Promotion of the beliefs, values and aims of Willow Vale School.
 2. Providing learning support for students through working individually and/or in groups.
 3. Delivering lessons to students either individually or in groups.
 4. Provision of online tuition if required.
 5. Supporting student's access to a broad balanced curriculum.
 6. Assessing student's development, progress and attainment.
 7. Reporting on student's development, progress and attainment.
 8. Building and maintaining positive working relationships with students through encouragement to achieve identified targets.
 9. Administering and assessing marked tests; invigilating exams.
 10. Providing care and supervision of students on roll at the Centre within the relevant guidelines and policies including safeguarding, child protection procedures and health & safety.
 11. Promoting and reinforcing students' self-esteem, appropriate effort and behaviour; supporting students to become independent learners.
 12. Assisting teaching staff in the development & achievement of individual and group learning strategies.
 13. Preparation of resources and maintenance of a safe and suitable learning environment.
 14. Participation in the assessment & appraisal processes concerning learning strategies and initiatives.
 15. Identification of one curriculum area in which to act as a specialist HLTA.
 16. Tutoring, under supervision, a small number of students. Hence liaising with parents and carers and other agencies as required.
 17. Supporting, under supervision, the integration of students into new schools.
 18. Supporting, under supervision, students at risk of exclusion
- Carrying out any other duties associated with this level of post as directed by the Head

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

The post holder is expected to be innovative and creative in their approach to working with students and to be an effective problem solver.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

The post holder will act under the guidance of a teacher when working with students on an individual or group basis. There will often be the need to make decisions without referral to others to care for the needs of students with substantial SEMH needs.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected e.g., noise, outside working, unpleasant surroundings.

The post holder is expected to:

- work both in and outside of Willow Vale School centres, often dealing with students who are not easily engaged with;
- travel throughout the Willow Vale School area – mainly working across the Bridgwater centres but with the ability to travel to the Taunton centres;
- support students with significant to intensive challenges on both an individual and group basis.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact e.g., providing information or advice, directing, monitoring, influencing, motivating.

The post holder will have:

- daily contact with the Head of Centre and other staff within the Centre, for the purpose of receiving direction and sharing information;
- regular contact with other staff within Willow Vale School to share information and develop services;
- regular contact with staff from other agencies for the purpose of sharing information.
- regular contact with staff in mainstream schools for the purpose of supporting students who are on roll of the school but being supported by the Centre.
- regular contact with Health Service professionals and other agencies involved with supporting and assessing students' progress.

Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

The post holder will:

- be educated to A level standard or equivalent;
- have experience in training & development in delivering teaching and learning strategies, and in working with students with SEMH needs;
- have the ability to remain calm under all circumstances; using humour where appropriate as a de-escalation tool;
- bring a non-judgemental approach to working with people;
- be solution focused in solving problems;
- be willing and able to work collaboratively and flexibly with staff, government agencies; parents/carers and the general public;
- have experience of and an interest in the welfare and well-being of young people;
- have a working knowledge of the use of ICT in a learning environment.
- **Be pro-active in seeking opportunities to further develop skills and qualifications.**

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: