



# JOB DESCRIPTION

Job Title:

**HLTA**

Location:

**Humberston Academy**

## **Job Purpose:**

To reduce barriers to learning for our most vulnerable students through co-ordination of intervention and Teaching Assistant deployment.

To work effectively with the 'Quality of Education Team' to support teachers' strategies in order for all students to access a knowledge rich and inclusive curriculum.

To support SENCO responsibilities including working with external agencies and families including timely reviews following the SEND Code of Practice.

To raise levels of progress and attainment for all students. To comply with academy policies and SEN code of Practice.

To undertake specified work with individuals, groups and whole classes. To operate as part of the wider staff team. To assist with any activity which supports the overall aims and objectives of the Academy Development Plan.

To ensure that SEND students with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students, carry out reviews and maintain records and reports, including those for statutory requirements.

## **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

SENCO

# KEY RESPONSIBILITIES

## MAIN RESPONSIBILITIES

- ★ Develop an in depth understanding of the specific needs of individual and groups of students.
- ★ Guide, support and empower students to develop and work towards individual personal care objectives and enhance personal, emotional and social development.
- ★ Assess, plan, organise and provide practical assistance in relation to identified physical needs e.g. transportation, dressing, meal times, and organisation of learning equipment to support personal, health, social and emotional development (PHSE) to promote independence.
- ★ Observe individuals and groups of students' personal, social and learning achievements. Maintain appropriate records, monitor progression and attainment and provide reports and information to inform and support the assessment process.
- ★ Plan, organise and undertake routine learning activities with either individuals or groups of students to facilitate their physical, emotional, social and educational development.
- ★ Monitor student's and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills, strategies and routine sanctions to de-escalate potentially very difficult situations or resolve conflict with individual and groups of students. Establish, maintain or restore a safe and calm atmosphere conducive to learning which ensures the safety and wellbeing of students, staff and visitors.
- ★ Provide guidance, assistance, information and support to engage all students in learning activities to enable informed choices about educational and life opportunities.
- ★ Carry out routine administrative tasks i.e. photocopying, basic record keeping, and basic IT skills.
- ★ Evaluate individual student contribution and provide feedback to the teacher and other colleagues suggesting alternative methods of differentiation that respond to identified needs.
- ★ Prepare and clear up classroom materials and learning areas ensuring that they are available for use.
- ★ Present displays in the allocated learning environment to enhance the learning experience and celebrate the achievements of students and provide information.
- ★ Organise and participate in the supervision of individuals and groups of students in dining, recreational and circulation areas throughout the day. Ensure that students are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.
- ★ Participate in the organisation of and support, educational visits and outings to enhance the students' learning experience.
- ★ Complete EVOLVE applications for students with SEND.
- ★ Attend training courses to respond to identified needs, support the Academy and contribute to on-going professional development.
- ★ Ensure all medical training requirements are up to date.
- ★ Attend staff meetings to maintain an awareness and understanding of current issues within the Academy and to provide and receive information, contribute to and inform discussion.
- ★ Assist educational and therapeutic professionals in delivering specialist support programmes to support students' needs.

- ★ Contribute to the co-curricular and House activities programme.
- ★ Meet the reasonable expectations and requests of the Principal to serve the needs of the Academy's students and staff, as expressed in the support staff contract.
- ★ Provide 1:1/group support.
- ★ Provide targeted interventions i.e., Literacy, Numeracy, Speech & Language programmes.
- ★ Liaise with parents/carers and colleagues in health to establish a system of creating and reviewing Individual Health Care Plans.
- ★ Lead First Aider with responsibility for SEND students during extra-curricular and residential visits.
- ★ Complete PEEPs for students with SEND and carry out termly reviews.
- ★ Complete SEND Risk Assessments.
- ★ Work closely with the Academy's Health and Wellbeing Officer.

### **NOTE:**

This Job Description may periodically be varied after consultation with the post holder and is not an exhaustive list of responsibilities.

## **KEY RESPONSIBILITIES – ALL STAFF**

- ★ To support the academy ethos.
- ★ To contribute to academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required.
- ★ To support and contribute to the academy's commitment to all aspects of 'The Humberston Way' thereby enabling all students to learn in an inclusive environment, be healthy, safe, make positive contributions and achieve good outcomes, including positive post-16 destinations and transitions for students with SEND.
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- ★ To be aware of and comply with, the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Knowledge at NVQ level 3 plus additional knowledge in specialist area; working at or towards professional standards for HLTA		✓
★ Good numeracy/ literacy skills	✓	
★ A strong record of CPD	✓	
★ Emergency First Aid at Work ★ Paediatric First Aid	✓	
★ Participation in working with other schools/agencies		✓
<b>Experience</b>		
★ Previous experience and competent under the direction of a teacher, to take responsibility for assessing students' overall learning needs in a specialist field and competent providing learning activities for groups and/or whole classes of students, including planning and adjusting lessons and other activities.		✓
★ Experienced and confident when contributing to the planning and development of learning activities with teachers; can plan specified learning activities; and respond to any activity-related challenges without referral to teachers and has previous involvement in planning, organising and developing individual education plans.		✓
★ Demonstrate evidence of high standards of supporting vulnerable children with consistently good or outstanding judgements.		✓
★ Experience of supporting the SENCO.		✓
★ Experience of promoting students' enjoyment and engagement in learning.		✓
★ Sufficient ability to work with basic IT software including standard keyboarding skills.	✓	

★ Requirement to undertake daily tasks involving a combination of standing, sitting or walking.	✓	
★ Experience of supporting residential/extra-curricular visits.	✓	
★ Experience of creating/reviewing PEEPs/Individual Health Care Plans.	✓	
★ Moving & Handling/ Hoist Training.	✓	
★ Diabetes Training.	✓	
★ MIDAS trained (or willing to undertake required training) to undertake all driving duties in allocated vehicles as instructed, to transport students safely, securely, and with care to their designated off site destinations. Complete all paperwork as requested.	✓	
<b>Skills and Knowledge</b>		
★ Knowledge and compliance with policies and procedures relevant to safeguarding and health and safety.	✓	
★ Knowledge and understanding of the SEND Code of Practice.	✓	
★ Requires knowledge and compliance with policies and procedures for supporting and leading learning activities in a specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering specified work to groups and classes.	✓	
★ Undertake training as required, such as first aid training, training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, fire safety training.	✓	
★ Proven capability to plan, prepare and deliver learning, assess records and reports on development, progress and attainment.	✓	
★ Competent in recording confidential student data.	✓	
★ Competent when handling small amounts of cash e.g. for academy visits when required.	✓	
★ Competent in carry out student reviews.	✓	
★ Previous experience and confident working with teachers to plan and evaluate learning activities, exchange information with other staff, parents/carers.	✓	

★ Previous experience and developed skills for communicating with individuals, groups and whole classes of students to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.	✓	
★ Competent when liaising with parents/carers/colleagues/specialist services.	✓	
Personal Qualities		
★ Well-motivated, enthusiastic with a can-do attitude.	✓	
★ Honesty and integrity.	✓	
★ Able to provide support and advice and monitor teaching assistants.	✓	
★ To be a positive role model to our students.	✓	
★ Be flexible and resilient in response to a changing educational environment.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, recording and sharing information, and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*