

Grade:	Southampton 7
Accountable to:	SENCO
Place of Work:	Harefield Primary School
Hours:	37 hours per week

Role Remit:

At Hamwic Education Trust (HET), our HLTA's, under the direction of the SENCO are responsible for;

- Complementing the professional work of qualified teachers by taking responsibility for agreed learning activities under supervision. An HLTA will have a significant role to play in the planning, delivery and monitoring of learning activities.
- To work with and support children with a variety of academic and behaviour needs in the school's reduced classroom.
- To take a leading role in adapting aspects of planning, preparation and delivery of key aspects of the curriculum for individual children in the reduced classroom.
- To support children to access the curriculum and learn to the best of their ability using positive behaviour and emotional management techniques.
- Meet the expectations set out in the HLTA standards ([HLTA Standards - HLTA](#))

Main Responsibilities:

1. Support for Pupils

- To assess the needs of pupils and use specialist skills and knowledge to work with individuals or groups of children, as directed by the class teacher and/or SENCo, supporting subjects and learning interventions across the whole curriculum and developing Behaviour Support Plans.
- To take a leading role with pupils on a one-to-one or small group basis, in an alternative learning environment in school, assisting them in accessing the curriculum and engaging with learning activities as directed by the class teacher and SENCo.
- To establish supportive, caring and secure relationships with the children, promoting respect and self-esteem and a positive, inclusive whole school ethos.
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- To deliver lessons that are tailored to the individual educational, social and emotional needs of students as directed by the class teacher and SENCo. This will include research, production and adaptation of learning activities, materials and resources to support the curriculum for individual children.
- To motivate the children with clear instructions, encouragement for independent learning and enabling learning targets and outcomes for success.
- Manage challenging behaviours using de-escalation techniques and consistent, trauma informed practices with support from our trauma informed lead.
- Support pupils to develop a reflective mindset, where they are able to understand their actions and the impact of these, identifying the root of this action. Supporting good behaviour and to deal with unacceptable behaviour in accordance with school policy.

- To establish supportive, caring and secure relationships with the child/children, promoting respect, self-esteem and a positive, inclusive whole school ethos.
- Support the implementation of behaviour plans, risk assessments, and transition plans for vulnerable learners.
- To contribute to staff panels regarding pupil progress and provide feedback on individual pupils.
- To produce reports, statistics and data, and keep appropriate records.
- Help ensure safeguarding systems, reporting processes, and record-keeping remain compliant, accurate, and up to date.
- Promote a culture of vigilance, safety, and wellbeing across the school.
- Maintain accurate and confidential safeguarding records under the direction of the DSL, including the secure management of CPOMS/other safeguarding systems.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures

2. Planning, preparation and delivery of lessons

- To contribute effectively to teachers' planning and preparation of lessons.
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Using clearly structured teaching and challenging learning activities, that interest and motivate pupils and advance their independence as learners.

3. Work Environment

- This is primarily a classroom-based role. Postholders will work as members of school teams, working with teachers, teaching assistants and pupils to make a major impact on teaching and learning.
- The role holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities. There may be an occasional need to physically lift pupils for safety or care needs.
- The role holder will be expected to positively support pupils in managing their behaviour, using appropriate strategies to encourage engagement, self-regulation, and respectful interactions.
- There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.

Safeguarding

The post is subject to an enhanced DBS check and satisfactory references.

The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.

- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Proficient in the use of Microsoft Excel, PowerPoint and Word to a good standard	E
	Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioural needs, through good written and oral communication skills	E
	Ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner.	E
	Ability to work well in a team	E
	A proven ability to plan, prioritise and organise own work effectively in a busy environment	E
	Ability to work proactively and flexibly, adapting to multiple and changing priorities	E
	Professional approach to work with the ability to act with diplomacy and discretion in sensitive situations	E
	An eye for detail and a thorough approach to work	E
	Eager to learn and complete professional development	E
	Good time management and organisational skills	E
Qualifications & Training	GCSE's 9-4 / A*-C including maths and English	E
	A-Levels or NVQ 3 or above in a relevant discipline	D
	HLTA Qualification	D
	Willing to undertake SEN related CPD	D
Experience	Experience of teaching and supporting pupils with SEND	E
	Experience of leading interventions and evaluating impact	E
	Experience of working with external agencies	D
	Experience of contributing to strategic planning	D
Personal Attributes	Empathy, resilience, and adaptability	E
	Professional integrity and confidentiality	E
	Commitment to continuous improvement	E
	Positive and optimistic	E
	Sense of accountability	E

	Emotional resilience and the ability to remain calm and focused under pressure	E
	Able to work in a professional manner as part of a team	E
	Has a fair, calm approach to decision making	E