

Garth Hill College

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: SENIOR HLTA	Grade/Salary Range: BG-H Points 15-20

JOB PURPOSE

- To support pupils with a primary special educational need of ASC and other associated needs.
- To support the work of the teachers at the RISE in securing high quality teaching, effective use of resources and excellent standards of progression, enabling the child to reach their full potential.
- Under an agreed system of supervision, the HLTA is required to plan, resource, deliver, monitor, review and report progress in accordance with the pupil's individualised provision plan.
- To cover teaching duties when necessary.
- To provide extended services outside of the curriculum timetabled lessons.
- To enable pupils to integrate into mainstream activities that are suited to their stage of development.

The majority of this work will take place within Rise@GHC, but also extends to the main College site as required.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the relevant classroom teachers, as well as SENCO (Head of Rise@GHC) and Assistant Principal (SEN).

MAIN DUTIES AND RESPONSIBILITIES

- Work collaboratively with the relevant colleagues in the establishment and growth of provision at Rise@GHC.
- Contribute to the development of an inclusive curriculum, helping to ensure it is broad and balanced.
- Cover absence when necessary (across the whole Garth Hill College community)
- Assist with supervision of pupils outside of lesson time (e.g break times and lunchtimes).
- Help to maintain the quality of resources and the learning environment of the RISE@GHC.
- Be proactive in developing and maintaining good relationships with parents and carers.
- Assist the teachers and Head of Centre with maintaining high quality records in line with school procedures.
- Develop links with specialist staff in other resources and special schools.
- Collaborate with the SEND staff based at the main college site in order to share best practice.
- Contribute to an ethos where all staff recognise they are all accountable for the success of pupils with SEND.
- Support the induction of new staff appointed to work in the RISE@GHC.
- Promote inclusion, establish constructive working relationships with pupils, act as a role model, set high expectations and provide feedback on progress and achievement
- Manage a team of teaching assistants, including recruitment, induction, appraisal, training, mentoring and liaise between teaching assistants and teachers to ensure effective organisation and deployment and represent the team at management or other meetings.
- Support children with autism both in the RISE and in mainstream classrooms on the Garth Hill site.
- To attend relevant SEND training and keep up-to-date with current research on ASC, together with national and local SEND initiatives.
- Develop knowledge and awareness of individual pupils, so that their needs can be met to the highest possible standard.
- Develop and promote independence, social and communication skills, equal opportunities and racial equality including support for pupils in the community.
- Assist and support teachers in the delivery of lessons, including preparation and maintenance of resources.
- Employ creativity, flair and imagination, and demonstrate energy and enthusiasm in a succession of large scale classroom and school projects e.g. displays, school productions & open days.
- Assess a pupil's starting point and plan and deliver specialist intervention to meet their needs, including emotional literacy support.

- Monitor and evaluate and record pupil progress through a range of assessment strategies against pre-determined learning objectives.
- Use ICT in learning activities and develop pupils' competence in its use.
- Undertake administrative tasks for annual reviews and other meetings.
- Contribute to and lead in meetings with parents/carers to provide constructive feedback.
- Provide support and supervision for assessments and examinations.
- Provide advice on effective strategies and appropriate use of specialist aid/resources and equipment.
- Work within the established behaviour policy to anticipate and constructively manage behaviour and promote self-control and responsibility.
- Support individual pupils who have challenging behaviour to ensure their access to the curriculum.

MULTIDISCIPLINARY WORK

Under the direction of the Head of Centre:

- Work with multidisciplinary team including therapists, psychologists, visiting professionals, transport staff and parents.
- Contribute effectively to and work within the multidisciplinary team, including following agreed therapy programmes under the direction of the relevant therapist.
- Maintain vigilance and monitoring of suitability/safety of equipment. Report issues affecting pupil comfort/safety to relevant professional

GENERAL

- Maintain confidentiality in and outside the workplace.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- To carry out personal care tasks for students while preserving their privacy and dignity, ensuring wherever possible that consent is gained from the pupil. This may include assistance with toileting and changing, providing assistance to get to and from classrooms, assistance with meals and support and advice during lessons.
- Actively support the school and borough equal opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school.
- Be aware of and take part in the schools performance management framework, recognise own contribution and expertise to lead, advise and support others and participate in training and development activities.
- Contribute to the identification and delivery of out of school learning activities and deliver these within school guidelines.
- Carry out any other reasonable tasks/duties as required in accordance with the needs of the school and the seniority of the post.
- All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Supervisory responsibility for a team of teaching assistants.

Responsible for a lead role in the management of a specialist area within the school.

Works with teachers to deliver appropriate support to pupils.

This job description sets out the duties of the post at the time it was drawn up. The post may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signature:.....

Date:.....