

# Job Description



Job title	<b>HLTA – Inclusion</b>	Contract	<b>Permanent</b>
Department	<b>Inclusion</b>	Reports to	<b>Assistant Headteacher – Inclusion</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The Higher Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants. The team works together to care for and educate the pupils in the school. The HTLA makes a specific contribution to the school inclusion team and reports to the Assistant Headteacher for Inclusion. Their role will include supporting the schools' strategic plan for Inclusion and will include supporting the AHT with administrative tasks as well as taking a lead role in supporting support staff.

## Person specification

Ability to organise one's own work, to prioritise tasks and keep to deadlines	Essential
Ability to work independently and support the work of the team	Essential
Ability to be flexible and respond effectively to the 'unexpected'	Essential
Ability to communicate and interact effectively with adults and children and young people	Essential
Ability to apply instructions given by line manager	Essential
Ability to maintain confidentiality of pupil information	Essential
Ability to demonstrate respect for pupils and be able to listen to their views	Essential
Willingness to successfully complete the range of training relevant to the job	Essential

NVQ level 4 Teaching Assistant qualification or equivalent level 4 qualification	Essential
Certification of having successfully met the national standards for a HLTA	Desirable
An understanding of health, safety and security issues in schools.	Essential
Previous experience of working in a school, nursery or playgroup	Essential
Willingness and motivation to develop own skills.	Desirable

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Support the ELAT vision, mission and values.</li> <li>■ Contribute to the trust's mission of continuous improvement.</li> <li>■ Contribute to the communications strategy.</li> <li>■ Will make a positive contribution to the health and safety of the school community</li> <li>■ To carry out the work that is consistent with the culture and ethos, equalities and inclusion policies of the school.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>■ Plan, organise and manage activities and tasks, which reflect specific curriculum expertise, knowledge and understanding.</li> <li>■ Manage groups or individuals from a class without the presence of the class teacher.</li> </ul>
Delivery	<p><b>Support for pupils and families:</b></p> <ul style="list-style-type: none"> <li>■ To have a secure understanding of the special educational needs of the identified pupils</li> <li>■ Provide specialist learning support to pupils with special educational needs and disabilities to access their learning in class and meet their learning and personal goals</li> <li>■ To deliver an individualised curriculum for identified pupils</li> <li>■ To work in a variety of ways to support, motivate and challenge identified pupils to raise levels of progress</li> <li>■ To organise and develop teaching and learning resources and ensure that the learning experiences provided to the SEND pupils and pupils with other additional needs are appropriate and relevant to their needs, under the guidance of the Assistant Headteacher for Inclusion</li> <li>■ Oversee and provide support in evaluating pupil progress, under the guidance of the Assistant Headteacher for Inclusion</li> <li>■ To support pupils with additional needs</li> <li>■ To maintain positive relationships with families of pupils with special educational needs</li> <li>■ To supervise and support pupils ensuring their safety and access to learning</li> </ul>

	<ul style="list-style-type: none"> <li>■ To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>■ To promote the inclusion and acceptance of all pupils</li> <li>■ To encourage pupils to interact with others and engage in activities planned and designed by the Assistant Headteacher for Inclusion and by the class teachers</li> <li>■ To encourage pupils to act independently as appropriate</li> </ul> <p><b>Support for Assistant Headteacher - Inclusion:</b></p> <ul style="list-style-type: none"> <li>■ Support the Assistant Headteacher for Inclusion in sharing information across the school through the Inclusion drive and files, noticeboards and other means of communication</li> <li>■ Maintain regular communication with teaching staff, school office and other colleagues, under the guidance of the Assistant Headteacher for Inclusion</li> <li>■ Liaise with specialist services e.g. Educational Psychologists, Speech and Language Therapists, by agreement with the Assistant Headteacher for Inclusion</li> <li>■ Provide guidance to teaching assistants on promoting inclusion in the classroom</li> <li>■ Ensure that confidentiality is observed at all times and abide by the data protection act</li> <li>■ Attend and participate in relevant meetings both during and after the school day as required</li> <li>■ Participate in training and other learning activities and appraisal as required</li> <li>■ Contribute effectively during team review meetings; identifying strengths and areas for development through the sharing of ideas and experiences.</li> <li>■ Demonstrate a willingness to share information and expertise, which could benefit other team members in their work</li> <li>■ Give clear, accurate and complete information to other teaching assistants, teachers, other professionals and the SENCO as needed, to support effective learning</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>■ To fully take part in the trust's performance management system.</li> <li>■ Take part in CPD activities, as necessary.</li> <li>■ To complete school-based inductions and any subsequent training required.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>■ Support the maintenance of health and safety records within the school</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff</li> </ul>

	should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness