King Edward VI School
Job Description
HLTA – First Base Provision

Grade 4 SCP 24 (above the bar)
£21962 (pro-rata)
37 hours per week
39 weeks per year (term time + 1)

Responsible to: SENDCo
Also close liaison with Assistant Head (Curriculum)

The duties may be varied by the Headteacher to meet changing circumstances in a manner compatible with the post.

Employment
To carry out the duties of a co-ordinator in accordance with the current National standards and to work towards the agreed aims of the school.

Purpose of Job

- To devise and support alternative programmes of study to support students who do not access the full complement of GCSEs
- To source and arrange/deliver a range of alternative qualifications such as vCerts, online qualifications or similar (in liaison with relevant staff across the school)
- To raise achievement for all students accessing the alternative programmes
- To work with an identified case load of students to help them access learning by delivering an alternative programme or programmes and by supporting other teachers to meet the needs of these students
- To work across the subjects as a para-professional, on behalf of a case load of students, supporting teachers to modify schemes of work where necessary, so that these students can better access learning and have their needs met at the earliest opportunity
- To advise other staff about supporting and scaffolding learning for the students in your case load.

Duties & Responsibilities
To satisfy the roles and responsibilities set out in the job description as follows:

Support for students

- To organise work within the alternative curriculum of the main school to support learning
- To prepare resources to meet the needs of individual students and groups of students
- To carry out pre-determined tasks with individuals and small groups to support learning
- To deliver learning activities with identified individuals or small groups of students, to meet various aspects of their EHCP/Statement and to measure their

impact (for example: to research, deliver and assess the impact of literacy recovery programmes).

Support for the curriculum

- Support the school curriculum by assisting with the development of literacy, numeracy, communication, motor skills, social skills and appropriate standards of behaviour
- Support the use of ICT in the curriculum
- Provide targeted support to enhance learning and improve attainment.

Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes for key students in your case load
- Contribute to the management of student behaviour including anticipating and taking action to prevent problems arising
- Contribute to the SEN register and annual reviews for students with EHCPs as necessary
- Provide help with differentiating programmes of study and lesson resources.

Support for self, school and subjects

- Develop some expertise within the subjects using the vCert qualifications
- Contribute to the maintenance of a safe and healthy environment
- Provide support for school events as required, e.g. work experience placements visits etc
- Take responsibility in the operational management of the school by promoting the Core Values, vision and behaviour standards and following schools systems and processes accurately
- Develop and maintain effective working relationships with other staff and parents or carers and become a fully integrated member of your team, attending meetings when necessary.

Appraisal or review of performance

- To participate in the current arrangements made for the appraisal or review of your performance

Review, induction, further training and development

- To keep working practices and methods under review
- To participate in arrangements for your further training and professional development as a teaching assistant, including participation in the INSET day programmes.

Other

- To promote student and staff participation
- To support senior staff in monitoring and reviewing the impact of the curriculum and the quality of teaching and learning
- To meet with parents at parents' evenings or other times to engage them in the education of their children and to keep them appraised of progress
- To share responsibility with others for specific aspects of the school environment
- To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students
- To act as a role model in facilitating high quality teaching and learning.

King Edward VI School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment.