

HAYDON SCHOOL
JOB DESCRIPTION – HLTA – LEARNING SUPPORT (ASD LEAD)

Post Title	HLTA – LEARNING SUPPORT
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	SENCO/Faculty Manager
Responsible for:	To lead on supporting students with ASD. To provide staff with support strategies and guidance on teaching students with ASD. To provide support to parents of ASD students.
Liaising with:	SENCO HLTA Head of Faculties Heads of Year Subject teachers
Working time:	34 hours, 39 weeks per year
Salary/Grade:	Scale 6, Point 26
Disclosure level:	Enhanced
Purpose of Job	Take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning, under direction from the SENCO
<u>Specific Duties</u>	
<u>Supporting Pupils</u>	<ul style="list-style-type: none"> • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning. • Contribute to the planning and preparation of learning activities. • As directed by the SENCO, take responsibility for delivering planned curriculum activities. • Encourage and promote the inclusion and acceptance of pupils. • Develop and implement Student Passports • Liaise with specialist services on behalf of individual pupil's e.g. educational psychologist, speech therapists by arrangement with the SENCO. • Provide feedback to pupils in relation to progress and achievement. • Undertake comprehensive assessments of pupils to determine those in need of particular assistance. • Act as amanuensis or reader during examinations for pupils with access arrangements. • Provide mentoring for students to ensure continued engagement with education • 1:1 mentoring sessions
<u>Supporting Pupils With ASD</u>	<ul style="list-style-type: none"> • Groups Socials Skills • Form 'friendship circle' • Targeted Self-Esteem provision • Meeting new students to Haydon and planning programme for transition.

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	<ul style="list-style-type: none"> • Primary school visits and planning programme for transition. • In-class support for some ASD students when needed. • Form time mentoring – support and advice for students. • Creating and adapting all ASD resources. • Creating target sheets and behavioural contracts/evidence sheets.
<u>Supporting the Teacher</u>	<ul style="list-style-type: none"> • Deliver learning activities to pupils within the agreed system of supervision, adjusting activities according to pupil responses/needs. • Deliver local and national learning strategies – e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. • Provide additional tuition for pupils who need extra support with ICT. • Ensure that other teaching assistants have the appropriate skills to make the best use of auxiliary aids to support needs. • May also supervise/teach whole class occasionally
<u>Supporting the Curriculum</u>	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person. • Supervise pupils on visits, trips and out-of-school activities as required. • Develop and maintain effective relationships with staff, parents, carers or relevant external agencies. • Attend and participate in regular meetings as required • Recognise own strengths and areas of expertise, and use them to advise and support others.
Curriculum Development	<ul style="list-style-type: none"> • Develop strategies for individual students to support them in their learning
Staffing:	<ul style="list-style-type: none"> • To maintain and promote teamwork amongst the Learning Support staff • To lead and supervise other Teaching Assistants • To hold regular team meetings with managed staff • Attend Annual Review meetings. • ASD staff training. • Providing staff with resources to run sessions and work effectively with ASD students. • Being the first port of call on ASD advice and support.
Staff Development	<ul style="list-style-type: none"> • To attend staff training as required to develop and enhance own to skills to further support students • To lead/support training of Teaching Assistants • To provide advice and guidance to LSA's on best practice and practical problem-solving.
Recruitment/Deployment of staff	<ul style="list-style-type: none"> • To support the recruitment/induction/mentoring for other teaching assistants. • Liaise with the SENCO on the deployment of TA's.

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Quality Assurance:	<ul style="list-style-type: none"> To ensure that this is maintained at all times Producing monitoring sheets to track progression on ASD students.
Management Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information
Communications:	<ul style="list-style-type: none"> Establish productive working relationships with pupils, acting as a role model and setting high expectations. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback meetings with parents. Undertake pupil record keeping To contribute to discussions and meetings related to pupil progress as appropriate Create and develop the student passports. Advise staff and parents on ASD matters. Visiting other settings relating to ASD matters. Meeting with parents of ASD students. Help to support and offer advice to Communication Difficulties Parent Support Group.
Pastoral system	<ul style="list-style-type: none"> To help and encourage the pastoral team towards continuity To fully support the School Behaviour Policy
Additional Duties:	To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example
<p>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none"> To promote actively the school's corporate policies To continue personal development as agreed To actively engage in the staff review and development process <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school 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.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>	

DATE: APRIL 2018