



## STEPHENSON TRUST

### JOB PROFILE

#### HLTA with experience of cover and working across Key Stages

---

<b>POST TITLE:</b>	HLTA	<b>SALARY:</b>	Scale Point 13-17
<b>LOCATION:</b>	Stephenson Academy	<b>HOURS:</b>	37
<b>RESPONSIBLE TO:</b>	SLT		
<b>WEEKS:</b>	39		

---

#### JOB PURPOSE

To work with a variety class teachers to support the academic and behavioural needs of the students at the Academy to enable them to develop personal, social and academic skills.

---

#### PRINCIPAL ACCOUNTABILITIES

##### Key Objectives

- To support individual and small groups of students in their learning to maximise achievement
- To support off site activities
- To develop and maintain positive relationships and community links with students, parents and professionals that support effective outcomes for young people
- Ensuring safeguarding processes are adhered to and promoted in all settings
- To ensure the consistent implementation of the behaviour policy
- Assist in the development of systems and resources to effectively manage and record intervention linked to the barriers to learning for young people
- To cover and lead class teaching (under supervision) as and when directed
- Direct the work, where relevant, of other adults in supporting learning

##### Scope

Our students have SEMH needs, some with challenging behaviours that can prove difficult to manage, and some with additional needs, such as ASC or ADHD. The post holder will be involved in supporting individual or groups of students with the curriculum and activities both on and offsite.

This will mainly take place in the classroom setting working with teaching staff, however, the curriculum offered may also include a range of activities undertaken off site. Post holder's role is to ensure all learning opportunities are maximised.

An essential component of the role is to develop and maintain positive links with parents and carers ensuring family involvement. The role holder will be required to have the essential skills for working with students with significant challenging behaviours and being able to manage difficult situations should they arise.

### **Work Profile**

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Provide mentoring of students
- Ensure student's academic skills are compatible with accessing our curriculum
- Deliver interventions under the direction of the class teacher.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies.
- Provide objective and accurate feedback and reports as required on student achievement, progress and behaviour, ensuring the availability of appropriate evidence.
- Report behaviour accurately and effectively on the behaviour recording system
- Work closely with teaching staff to identify students at risk of underachieving and implement any interventions.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Communicate with parents and/or professionals to support achievement and progress of students.
- Support lessons to ensure curriculum coverage in the event of staff absence
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- Any other duties as assigned by the Principal to support the progress of students and school development.

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

**Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post**



	<ul style="list-style-type: none"> <li>• Able to build effective relationships quickly and engage young people</li> </ul>		
EDUCATION QUALIFICATIONS	<ul style="list-style-type: none"> <li>• High standard of literacy and numeracy skills</li> <li>• Maths and English 4 or above</li> <li>• Training in relevant behaviour management strategies e.g. NVQ 3 Teaching Assistant</li> <li>• HLTA status</li> </ul>	E D D	A A
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Willingness to be flexible with working hours to respond to Academy needs</li> <li>• Commitment to inclusive education</li> <li>• A full driving licence and access to own vehicle</li> <li>• Physical intervention skills and training</li> <li>• Commitment to quality and continuous improvement</li> <li>• Commitment to professional standards</li> <li>• Willingness to participate in training opportunities</li> </ul>	E E D D E E E	I I A A/I I I I

**Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post**