



## JOB DESCRIPTION

<b>Job Title:</b>	HLTA – Literacy	<b>Department/Group</b> :	SEND / Support staff
<b>Level/Salary Range:</b>	Grade F SCP 17 - 23	<b>Reporting to:</b>	SENDCO
<b>Contract term:</b>	Term time + 1 days	<b>Hours per week:</b>	33.25

### Vision Statement

**“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:**

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

- To work with and supervise individuals and groups of children under the direction/instruction of Assistant SENDCOs, Head of English faculty &/or SLT, inclusive of lesson preparation, planning, delivery and assessment, enabling access to learning for all pupils and support in classroom management and behaviour techniques.
- Contribute to the development of a specific area within the Academy; **Literacy development in the secondary phase**
- Target setting for students; to ensure progress is in line with expected outcomes
- Provide half termly reports to SENDCO's to discuss impact of interventions
- Management of other teaching assistants including deployment and performance management (where applicable).

### Job Description:

#### General Responsibilities

To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

#### Principal responsibilities

- To provide support for pupils, teachers and the curriculum and to be one of the specialist HLTAs developing literacy within the Academy
- Undertake line management responsibilities if required.
- To be accountable for the progress in learning and behaviour of the students with whom you work.

#### Support for the student:

- Establish productive working relationships with students, acting as a role model, promoting good relationships between students, setting high expectations
- Provide consistent support to all students, responding appropriately to individual student needs
- Be aware of and respond appropriately to individual student learning and behaviour needs ensuring effective interaction
- To support students in overcoming barriers to learning through managing behaviour.
- Assess the literacy needs of students and use detailed knowledge and specialist skills to support student learning
- Develop and implement individual learning plans

- Provide feedback to students in relation to progress and achievement
- Provide specific support to students dependent upon their individual learning and behaviour needs ensuring their safety whilst supporting access to learning activities
- Promoting inclusion and acceptance of all students
- Encourage students to interact positively with others and engage in learning activities
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established Academy procedure
- Provide feedback to students in relation to progress and achievement in learning and behaviour, linked to IEP / pen portrait targets.
- To work alongside families/carers of students to promote cohesive strategies for supporting students and their families; liaising with home on a half termly basis about progress
- Assist SENDCos in ensuring the smooth and successful transition of all new students joining our school

#### **Support for the teacher**

- Assist and advise on display of students' work
- Production of lesson plans, worksheets, learning objectives etc within agreed system of supervision.
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of students' needs and interests
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required to the Assistant SENDCos / Head of English on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the Assistant SENDCos/ Head of English, contributing to reviews of systems/records as requested, including supporting staff in developing strategies and writing and monitoring IEP and pen portrait targets.
- Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests.
- Establish a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence in line with established Academy policy
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement.
- To contribute to providing a safe and attractive environment that places value on the student and their activities.
- To liaise with relevant outside agencies to further support students' development.
- To train staff and students (and to provide debrief sessions) in peer support services, e.g., buddy systems, circle of friends.
- To act as a main point of reference for information relating to inclusion of any one student.

#### **Support for the curriculum**

- Deliver literacy learning activities/programmes, adjusting activities according to student learning styles and individual needs within agreed system of supervision.
- Undertake and manage specialist literacy programmes such as Read, Write, Inc: effectively utilising all alternative learning opportunities to support extended development; recording achievements and progress and providing appropriate reports and feedback for the Assistant SENDCos/ Head of English / senior staff
- Assist the SEND team with morning RISE time activities
- Regularly update provision map for literacy interventions
- Promote the use of ICT in learning activities and develop students' competence and independence in its use.
- Assist students to access literacy learning activities
- Select and prepare required resources to lead literacy learning activities, taking account of students' interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

#### **Line Management Responsibilities (as required):**

- Manage a team of teaching assistants, inclusive of central liaison point and deployment of resources
- Ensure effective team communication, teaching assistant induction, development and appraisal
- Contribute to the Academy senior management team

## Safer Recruitment Statement

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.
- undertake professional training to enhance personal development and job performance;
- share best practice, expertise and skills with others
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Seek to develop a better work/life balance
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

June 2019

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**The Bishop Fraser Trust, Stitch-Mi-Lane, Brightmet, Bolton, BL2 4HU**

Email: [enquiries@thebishopfrasertrust.co.uk](mailto:enquiries@thebishopfrasertrust.co.uk) • Tel: 01204 201187

Web: [www.thebishopfrasertrust.co.uk](http://www.thebishopfrasertrust.co.uk)

Registered in England & Wales as a Limited Company. Registration Number 11005401



## PERSON SPECIFICATION

	HLTA - CRITERIA	Essential / Desirable
<b>Work related circumstances – professional values and practices of the Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Personal Qualities</b>	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Approachable	E
	Conscientious and diligent work ethic	E
	High standard of professional personal presentation with an excellent attendance and time-keeping record	E
	Patience, kindness and understanding	E
<b>Role Specific Professional Dispositions</b>	Evidence that the candidate perceives that the role of the HLTA is to provide effectively for all of their learners through identifying individual needs and providing appropriate support to maximise student progress	E
	Interest in keeping up to date with latest learning support strategies	E
	Evidence of learning beyond the workplace	D
<b>Qualifications/ Training</b>	5 A*-C GCSEs including English & Maths	E
	A level standard of education or equivalent	E
	HLTA qualification or willingness to work towards	E
	NVQ III or equivalent in teaching assistance	E
	Training in special educational needs strategies	D
	Training in Read, Write, Inc or willingness to undertake	E
	First Aid at Work	D
<b>Experience</b>	Minimum 4 years' experience of working with children in an educational setting (within specified age range/subject area)	E
	Experience of working with students with Special Educational Needs	E
	Experience of working with students with ASD	D
	Experience of delivering bespoke behaviour management and engagement strategies. E.g., anger management sessions or willingness to train to deliver	E
	Experience of implementation of effective behaviour management strategies	E
<b>Knowledge</b>	Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g., knowledge of core subject areas etc.	E
	Understanding of principles of child development, learning styles and independent learning	E
	Working knowledge of relevant policies/codes of practice/legislation	E
	Understanding of statutory frameworks relating to teaching and learning	E
	Understanding of inclusion, especially within a school setting	E
	Experience of resources preparation to support learning programmes	E
<b>General Skills</b>	Ability to plan, organise and prioritise effectively	E
	Ability to use technology and appropriate software to enhance learning	E
	Ability to use Management Information Systems (e.g., SIMs)	E
	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E
	Ability to demonstrate, lead and motivate a team of staff, ensuring effective communication and deployment	E

	HLTA - CRITERIA	Essential / Desirable
	Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E
	Excellent personal numeracy and literacy skills	E
<b>Communication skills</b>	Confident communicator, effectively communicating with clarity both in verbal and written form to a variety of audiences	E
	Ability to identify, assess and diffuse potentially confrontational situations	E

The Bishop Fraser Trust, Stitch-Mi-Lane, Brightmet, Bolton, BL2 4HU

Email: [enquiries@thebishopfrasertrust.co.uk](mailto:enquiries@thebishopfrasertrust.co.uk) • Tel: 01204 201187

Web: [www.thebishopfrasertrust.co.uk](http://www.thebishopfrasertrust.co.uk)

Registered in England & Wales as a Limited Company. Registration Number 11005401