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**Job Description**

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| **Job Title** | HLTA – specialist subject | | Date prepared: June 2019 |
|  | Reporting to: Assistant Head | | Salary Grade: M |
| **Purpose of Role** | | * Support the teacher and Faculty to provide a high quality learning experience for all pupils taught leading to expected progress or better. * Provide high quality Pastoral Support, leading to personal development and improved behaviour. * Whole School improvement through supporting policies & initiatives at subject and whole school level. * To work with the Faculty and teachers to support planning and delivery within a specialist subject/area to enhance pupils’ progress and outcomes. | |
| **Main Duties** | | **TEACHING, LEARNING AND ASSESSMENT:**   * Support the teacher to plan lessons following agreed subject schemes to ensure maximum learning progress. * Work with pupils 1:1 and in small groups as directed by the teacher and curriculum lead to support progress in lessons. * Have sound subject knowledge and understanding of pupils' prior levels of attainment and use them to support the teacher to set targets for future improvements. * Set high expectations for pupils' behaviour and maintain good discipline by establishing a purposeful working atmosphere and following school routines. * Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work. * Support and input on the planning, delivery and assessment with the teacher and curriculum lead. Cover as required. * Set work for pupils absent from school and work collaboratively with tutors and pastoral team to promote high expectations for learning, attendance and behavior. * Maintain records of pupils’ work and feedback to Department meetings as required. * Give accurate feedback to the teacher and input on individual action plans to support pupils’ progress. * Identify pupils who need further support to make expected progress and work with the teacher to take action to address the issues. * Carry out assessment programs (e.g. reports, records of achievement) as agreed by the teacher. * Be familiar with the SEN Code of Practice for identification and assessment of Special Educational Needs (including Gifted and Talented) and keep appropriate records on Individual Education Plans for pupils. * Utilise SIMS daily for recording and monitoring information. * Organise and co-ordinate Educational visits(PE role only) * **PASTORAL WORK:** * Undertake the role and responsibilities of a Tutor. * To establish positive relationships with parents, carers, exchanging information, reinforcing the importance of their child’s attendance and behaviour in relation to achievement. * To challenge negative behaviour and promote, routines and rewards and reinforce consequences as per school procedures and policy. * Support the lead tutor as a contact for parents of pupils in the Tutor Group. * Track and monitor points and support the teacher in guided discussion to allow pupils to develop strategies to manage and modify their behavior and meet targets set. * Support the planning and delivery of the weekly PSHE focus and assembly. * Develop an understanding in regards further therapeutic intervention and additional support for pupils and families and pathways for referral. * Promote good attendance and monitor in accordance with the School's attendance policy. * Use Tutor Role to ensure pupils are ready to learn. Be familiar with case management to make referrals for additional support and to share information. | |
| **Professional Standards** | | * Support the aims of the Service to promote a positive learning environment. * Treat all fairly, consistently and without prejudice. * Set a good example in terms of appropriate dress, standards of punctuality, attendance and conduct. * Promote the aims of the Service by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc. * Support the ethos, vision and values of the Service by upholding the policies and procedures. * Take responsibility for own professional development and participate in staff training when provided. * Reflect on own practice as well as the practices of the Service as part of Service self-evaluation. * Participate in the management of Service by attending various team and staff meetings * Be positive and maintain a ‘can-do’ attitude at all times. | |
| **Health & Safety** | | * In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. * You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. * You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy. | |
| **Data Protection** | | * In accordance with the provisions of the GDPR (2018), jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures. | |
| **Safeguarding** | | * Demonstrate a commitment to safeguarding, and promoting the welfare of children, young people and/or vulnerable adults. The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced DBS Disclosure. | |
| **Note** | | * This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time at the reasonable direction of the Head Teacher to reflect the changing needs of the Service, always in consultation with the post holder and reviewed annually. | |