

**JOB DESCRIPTION**

**POST TITLE: HLTA for Disadvantaged & Vulnerable Students**

**GRADE/SCALE:** Grade 8

**RESPONSIBLE TO:** Assistant Headteacher (Behaviour, Attendance and Welfare)

**LINE MANAGED BY:** Assistant Headteacher (Behaviour, Attendance and Welfare)

**WEEKLY HOURS:** 37 (8.30am-4.30pm)

**WEEKS PER YEAR:** 39

**PURPOSE OF JOB:** The purpose of the job is to support and work with disadvantaged & vulnerable students to overcome barriers to achieving their potential. By working with teachers and small groups of students you will provide targeted intervention to key groups of students to help accelerate progress and ensure they achieve their potential.

**SPECIFIC RESPONSIBILITIES**

* To manage the Alternative Provision Centre work under the direction of teaching staff to:
  + support students in the classroom
  + keep students on task
  + assist students in the understanding of tasks and following instructions in the classroom
  + support groups of students extracted from the classroom in carrying out tasks set by a teacher.
  + deliver intervention programmes for targeted groups of students.
* To identify appropriate courses/qualifications for students who experience difficulty in engaging with mainstream education.
* To coordinate external alternative provision places for students and liaise with outside providers keeping a record of their attendance and progress.
* To coach students one to one who experience difficulties in organising themselves or their learning
* To support students’ learning confidently and effectively in a variety of settings.
* To attend various meetings including parents’ evenings, RAG meetings and Inclusion Meetings.
* To coordinate food and drink breaks for intervention groups (FSM).
* To plan work for students.
* To prepare students for internal and external exams.
* To prepare resources for pupils.
* To use ICT to advance students’ learning and use common ICT tools for personal and students’ benefit.
* To adopt a range of strategies in line with School policies and procedures, to establish a purposeful learning environment and to promote good behaviour.
* To use clearly structured teaching and learning activities to interest and motivate students and advance their learning.
* To work collaboratively with colleagues knowing when to seek help and advice.
* To contribute effectively to the selection and preparation of teaching resources then meet the diversity of students’ needs and interests.
* To run revision sessions
* To liaise with parents and carers
* To complete paperwork to monitor actions, progress and impact for students as directed by line manager
* To be able to carry out basic First Aid as and when required and to keep their basic First Aid training up-to-date
* To carry out student supervision duties, as directed by line or day-to-day management
* Regularly review their own practice, set personal targets and take responsibility for their own personal development

**General**

* To attend School and relevant wider based training sessions as required or necessary.
* To attend meetings and undertake duties as reasonably directed by the Headteacher.
* To take an active part in quality assurance and staff development opportunities.
* To actively contribute to Performance Management Review process.
* Undertake any necessary training associated with the duties of the post.
* Be aware of and comply with policies and procedures relating to Child Protection, security, confidentiality, equal opportunities and data protection, reporting all concerns to the appropriate person.
* Comply with the Health and Safety Policy of the school with regard to the wellbeing of themselves and others
* Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management

**SAFER RECRUITMENT STATEMENT**

Glossopdale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post Holder) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (For Employer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_