**Job Description:**

**Post Title:** HLTA – SEMH Specialism

**Start Date As soon as possible (date to be agreed)**

**Hours of Work:** Full Time 37.5 hours per week

Term Time plus 5 Inset Days

**Salary Grade:** United Learning Pay Scale Band 3 Professional

Pt2 £29,981 to Pt7 £33,867 (full time equivalent)

**Responsible to:** SENCO

**Conditions of Service:** United Learning Contract

**Job Overview:**

To support the academic progress, wellbeing, and personal development of pupils with Social, Emotional and Mental Health (SEMH) needs. The HLTA will provide targeted intervention, in-class support, and pastoral guidance, helping pupils to engage in learning and overcome barriers to success. The role includes working closely with teachers, parents/carers, and external professionals to ensure a coordinated and responsive approach.

**Key Responsibilities**

**Supporting Teaching and Learning in the Classroom**

* Work collaboratively with teachers to plan and deliver tailored support for pupils with SEMH needs within mainstream or specialist settings.
* Adapt and differentiate tasks to ensure SEMH pupils can access and succeed in their learning.
* Provide emotional and behavioural support, encouraging resilience, independence, and self-regulation.
* Act as a consistent, calming presence for students, helping to manage transitions and emotional responses throughout the day.
* Contribute to creating an inclusive and nurturing learning environment.

**Delivering SEMH Interventions**

* Plan, deliver, and assess small group and 1:1 interventions focused on emotional literacy, self-regulation, social skills, self-esteem, and anxiety management.
* Monitor student progress and engagement and adjust intervention strategies accordingly.
* Maintain records of intervention sessions and provide feedback to the SENCO and teaching staff.

**Parental Engagement and Support**

* Build strong relationships with parents and carers to support pupils’ SEMH needs holistically.
* Communicate regularly with families, updating them on pupil progress, support strategies, and areas of concern.
* Attend and contribute to meetings with parents, including review meetings and EHCP discussions.
* Offer guidance or signpost external support to help families assist their child’s development at home.

**Multi-agency and Professional Collaboration**

* Liaise effectively with pastoral, SEND, and safeguarding teams, as well as external services such as CAMHS, Educational Psychology, and Social Care.
* Support the implementation and review of Individual Behaviour Plans, Pastoral Support Plans, EHCPs, and Risk Assessments.
* Contribute to a whole-school approach to mental health, wellbeing, and inclusive education.

**Class Cover and Supervision**

* Provide occasional cover for whole-class teaching in the absence of the teacher, using prepared materials.
* Manage the classroom effectively, ensuring a calm, purposeful learning environment and positive behaviour.
* Deliver activities and maintain routines to ensure continuity of learning for all pupils.
* Provide feedback to the class teacher on pupil participation, behaviour, and outcomes.

**Monitoring and Record-Keeping**

* Maintain clear and accurate records of interventions, progress, incidents, and communication with families or professionals.
* Support the school’s data collection processes related to SEMH provision and pupil outcomes.

**Compliance and Professional Development**

* Maintain strict confidentiality and adhere to data protection policies when handling sensitive student and family information.
* Participate in training and development to enhance knowledge of SEND assessment, parent engagement, and inclusive practice.
* Ensure timely and accurate completion of referral documentation and maintain communication with families throughout the process.
* Actively participate in ongoing professional development, including training sessions and workshops, to stay up to date with the latest strategies and best practices.
* Support students in extracurricular activities, school events, and day trips, ensuring that all students are included and can participate meaningfully.
* To take part in the Academy staff development programme by participating in arrangements for further training and professional development.
* To engage actively in the appraisal review process and line manager relevant members of the department in this process
* To work as a member of a designated team and to contribute positively to effective working relations within the Academy

**Professional Standards & Administration**

* Keep up to date with all safeguarding and child protection legislation and practice
* Promote the academy’s ethos and its visibility within the community
* Attend staff meetings, briefings, and Inclusion Team meetings as appropriate
* Contribute to the positive development of the school’s culture, particularly in terms of supporting the well-being and emotional development of all students.
* Manage confidential information in line with GDPR and academy policy
* Maintain a high-profile presence in the academy and manage your own diary

**Additional Duties**

* Support extra-curricular activities and inclusion initiatives
* Undertake lunchtime duties as required
* Respect the customs, beliefs, and reasonable ambitions of all individuals
* Follow academy health and safety procedures and take responsibility for your own wellbeing
* Accept any other reasonable duties as directed by the Principal or Vice Principal

**Quality Assurance:**

* To adhere to and to help to implement Academy quality procedures
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy

**Communications:**

* To communicate effectively with the parents of students as appropriate
* To communicate and co-operate with persons or bodies outside the Academy, where appropriate.
* To follow agreed policies for communications in the Academy
* To attend meetings in accordance with the Academy policy

*The information contained above is to help staff understand and appreciate the work content of their post and role they are to play on the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of a post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used: in which case all the usual associated duties are included in this job description.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will carry out. The postholder may be required to do other duties appropriate to the level of the role. This job description will be reviewed as and when necessary, in accordance with the needs of the academy*.