



Addington School

JOB DESCRIPTION

School: Addington School (All Sites)	Location: Woodley & Farley Hill
Job Title: HLTA – Physical Education & Outdoor Learning 32.5 hours per week, term time only plus 5 INSET days	Grade / Salary Range: Scale 6, SCP 18 – 24 plus SEN Allowance

JOB PURPOSE

To work collaboratively with the heads of department, service leads and class teams under the direction of the Head of PE & Outdoor Learning.

To support pupils with special educational needs and significant physical disabilities.

To enable pupils to extend their access to school curriculum and to access wider PE and Outdoor Learning curriculum, including 'Duke of Edinburgh'.

NOTE

Working with our pupils requires a particular understanding and appreciation of their individual needs, such as; physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

At Addington School there are three Levels of Support Staff

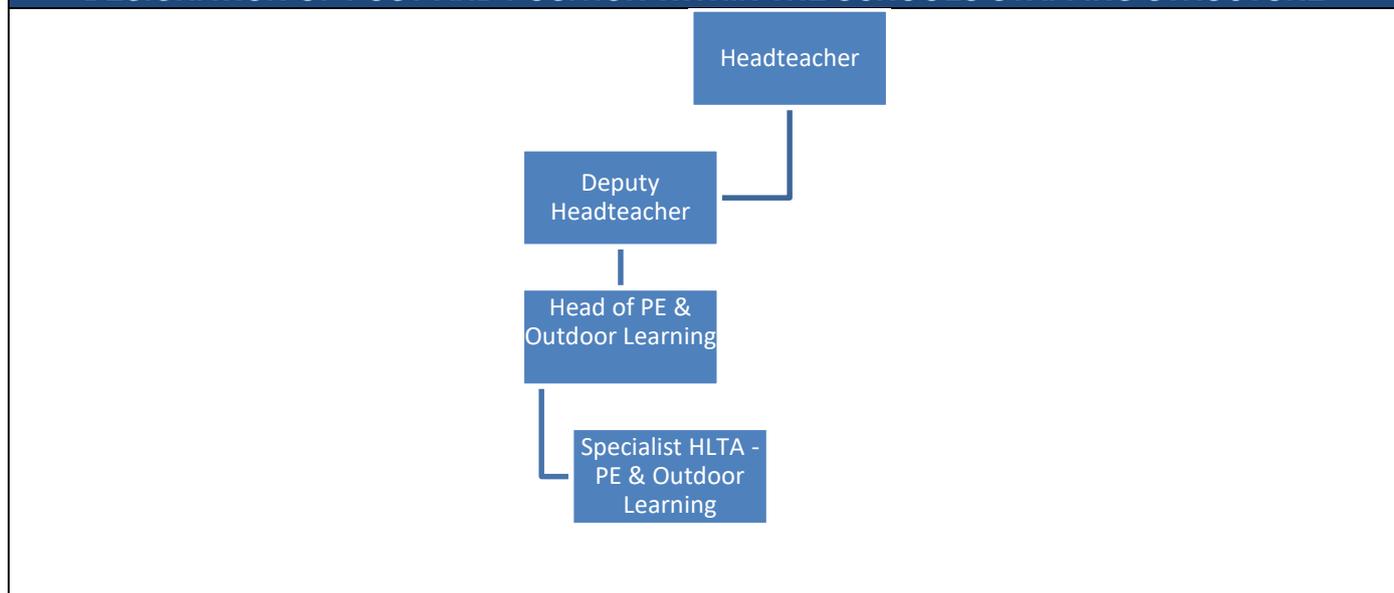
1 – Higher Level Teaching Assistant HLTA

2 – Teaching Assistants TA

3 – Learning Support Assistant LSA

The HLTA will be required to work across both sites of Addington School with prior notice.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- To provide group and 1 – 1 support for identified pupils with SEN and additional physical needs.
- To establish and build positive relationships with the pupils, staff and parents based on mutual respect and trust.
- To assist the teacher with general management of pupils with behaviour difficulties and implement behaviour strategies. To adapt and/or interpret lessons and instructions for pupils.
- To lead on and support in the delivery of PE, Rebound Therapy and D of E and implementation of this in the school environment.
- To support trained staff in implementing Rebound Therapy across the school.
- To help organise and implement whole school sporting events (fitness week, sports day, inter-house).
- To organise and lead after school sports club and football lunch clubs.
- To organise and lead off site sporting fixtures.
- To implement individual programme/s within class setting and/or away from the rest of the group.
- Support staff through training and modelling techniques in order to implement programmes.
- To complete off site trip, activity and equipment risk assessments.
- Liaise with a multi-professional team to ensure that there is a joined up approach to supporting students across the school.
- Set out and store appropriately all resources, materials, apparatus and equipment required for use by pupils and teachers when delivering PE, Outdoor Learning and D of E. Order and replace equipment when needed.
- To help lead and support the planning and delivery of the 'D of E' programme.
- To compile detailed and robust D of E risk assessments and liaising with off-site settings. Supporting and helping to lead four expeditions that involves a flexibility to work outside of school hours.
- Support and lead meetings with parents and support parents when necessary.
- To cover whole class teaching when required.

General

- To take on a whole school or department-wide responsibility/agreed area.
- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Retain confidentiality about all aspects of school life
- Collect pupils and take to and from transport and support the greeting routines, register, morning break and lunch arrangements. Prepare pupils and activities for transition during the day.
- Maintain Health & Safety standards and a high level of hygiene.
- Attend in-service training days and afterschool training (i.e. twilights).
- Contribute to staff training as and when appropriate.
- Raise areas of individual staff development through your line manager. Including Performance Management.
- Work with-in a multi-professional team.
- Be willing to work in any part of the school/s with pupils of all ages and abilities.
- Be aware of your email address and regularly check emails.
- Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description.



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SCOPE OF JOB (Budgetary / Resource control, Impact)

No direct budgetary responsibility

Employee Signature:

Date:

Version:	Final	Created by:	David Maycock & Mel Pengraeve
HR Checked:	18.9.2023	Headteacher Checked:	
Approved:	22.9.2023		

PERSON SPECIFICATION

Job Title:	HLTA – PE & Outdoor Learning
Reports to (job title):	Head of PE & Outdoor Learning

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E / D?
<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Level 3 qualification – i.e. A Levels, NVQ, QCF or equivalent • Good standard of general education – i.e. 5 GCSEs Grade 9-4/A-C including English and Maths or equivalent Level 2 qualification • Experience working with pupils with SEND • Experience working with pupils with difficult and dangerous behaviours • Experience working with pupils or adults with Autism • Specific SEND training or experience • Some experience of working with families • PE or Sports Science qualification at Level 3 or above • Coaching qualifications including NGB • Rebound Therapist • Lowland Leader qualification – DofE • Outdoor First Aid – DofE • Swimming and/or lifeguard qualification 	<ul style="list-style-type: none"> • D • E • E • E • E • D • E • E • D • D • D • D • D
<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work within a team environment • Ability to use initiative • Physical ability to respond to manual handling and difficult and dangerous pupil behaviour with appropriate training • Physical ability to support pupils with SEND in all areas of the curriculum • Proficient in use of IT (e.g. Microsoft Office, Email, online software systems) • Good problem solving and creative thinking skills • Knowledge of school curriculum • Knowledge of strategies to engage pupils with Special Educational Needs • Team Teach (intermediate – 12 hours) 	<ul style="list-style-type: none"> • E • D • D • D
<p>Work-related Personal Qualities:</p> <ul style="list-style-type: none"> • Calm under pressure, adaptable with a commitment to getting the best outcomes for pupils • A caring and positive attitude • Active listening skills and expertise in understanding the needs of pupils • A positive approach to behaviour management and emotional resilience to work with pupils with difficult and dangerous behaviours • A commitment to maintaining confidentiality at all times • Resilient, positive and enthusiastic about making a difference • Flexible and adaptable approach to work • Confidence to deliver training to all staff including Teachers 	<ul style="list-style-type: none"> • E



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<ul style="list-style-type: none">• Ability to be able to lead and direct LSAs• Confident to deliver rebound therapy programmes, the DofE and PE• Aptitude for sports, PE and outdoor learning	<ul style="list-style-type: none">• E• E• E
<p>Other Work-related Requirements:</p> <ul style="list-style-type: none">• Willingness to engage in CPD to improve the delivery of our services• Will be required to work at both Addington sites with prior notice• Hold a Full UK driving licence and have access to car to travel between sites• First Aid Qualification• Experience of map reading and route planning for DofE	<ul style="list-style-type: none">• E• E• E • D • D