

JOB FAMILIES ~Student Welfare team

Job Title: HLTA – The Hub

Grade – JG6

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| Role purpose: To work with students with Additional Educational Needs and students eligible for Pupil Premium funding and/or Year 7 catch up funding referred to the Nailsea Hub in order to improve the outcomes for these students and contribute towards narrowing the gap between these and other students in the school. The post holder will be supported and managed by the Hub Manager and SENCO, who will work with the Hub team to achieve these goals. | |
| Typical activities | Knowledge, skills & experience |
| <ul style="list-style-type: none">• Support students identified as having additional educational needs (AEN), working effectively with teachers, support staff and other professionals and contribute positively to the overall personal educational plans for the students under the guidance of a the SENCO• Deliver ‘Creative Curriculum’ to small group of students in the Hub focusing on social skills, interactions, communications and a staying safe curriculum• Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans• Support students eligible for Pupil Premium and/or Year 7 catch up funding to contribute towards closing the attainment gap between these students and others in the school.• Prepare in collaboration with the designated team, differentiated materials for the specified areas in line with plans and Schemes of Work based on team resources• Contributes to the planning, monitoring and assessment cycle for age range/s. Provides systematic assessment feedback to teachers and Team Leaders. Keeps records. Assists and contributes to the writing of IEPs and PSPs• Establish and maintain effective relationships with students: Working with specified groups to achieve learning targets, and to provide care and support for the students:• Contribute to developing and delivering pastoral support to students (including personal care) through a range of appropriate strategies to reduce barriers to learning and improve accessibility to the curriculum for all.• Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times• Supervise lunch time and after school activities as and when required | <ul style="list-style-type: none">• HLTA or Teaching Assistant Foundation Degree or equivalent qualification or experience• Qualifications in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework• NVQ/VRQ Level 3 Teaching Assistant qualification• A minimum of two years working as a Teaching Assistant at level 3 in a school• Sound knowledge and understanding of Child protection procedures and AEN code of practice• Training in relevant learning strategies e.g. literacy • Evidence of specialism in specific learning areas or areas of |

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| <ul style="list-style-type: none"> • Liaise with appropriate external agencies and parents and carers as required • Support the ethos and vision of the school at all times. • Any other task deemed reasonable by the Headteacher. | <p>particular learning difficulty i.e. ASD, Sensory Impairment etc</p> <ul style="list-style-type: none"> • Competent ICT skills • Excellent and effective communication skills • Ability to work flexibly within a team and motivate students. Demonstrate a professional attitude • Ability to work effectively with a wide range of people across the school and from outside • Reliability, motivation and resilience under pressure • Able to form and maintain appropriate professional relationships and boundaries with children and young people |
| <p>Performance measures</p> | <p>Competencies</p> |
| <p>Quantifiable objectives ~ e.g. Feedback from colleagues, contractors and the general public Key Performance Indicators (where available) Line manager assessment</p> | <p><u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus <u>Outcome focused</u> ~ delivers specific pieces of work to agreed specifications. <u>Problem Solving & judgment</u> ~ confident in making decisions within guidelines <u>Planning & Organising</u> ~ prioritises what is important in line with team & service goals <u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on them..</p> |

