

Acorns SEND Provision HLTA

Temporary- Initially for 1 Year
Full Time Post



WHOBERLEY HALL
PRIMARY SCHOOL

Job details

Salary: Grade 4 (HLTA)

Contract Type: Temporary for one year with a possible extension for a further year

Reporting to: Headteachers, Assistant Headteachers & SENDCO

Performance will be reviewed on a 6 monthly basis.

Duties and Responsibilities in Leading a Bespoke Provision

Supporting Pupils

- Build positive relationships with pupils, promoting high self-esteem and independence.
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.
- Promote high standards of behaviour, which are based on positive relationships and follows the relationships approach of the school.
- Assist with the development and delivery of individual Education, Health Care plans and My Support Plans.
- Assist with the personal hygiene routines, e.g. toilet training, changing of children not yet toilet trained, dressing and undressing.
- Assisting with children's injuries and, where appropriately qualified administering first aid.
- Assess the needs of the pupils and use detailed knowledge and advanced specialist skills to support their learning,
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Set challenging and demanding expectations; motivate, promote self-esteem and independence to encourage them to achieve.
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes.
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Teaching and Learning

- Alongside the Acorns HLTA and SENDCo plan the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEND) within the Acorns Provision.
- Organise and manage learning activities in ways which keep pupils safe
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies.
- Through observations, provide regular feedback to the SENDCo on pupil progress, attainment and barriers to learning.
- Monitor, record and report on progress and attainment.
- Provide objective and accurate feedback and reports as required to the SENDCo on pupil progress achievement, progress and other matters.
- Contribute to the overall ethos, aims and values of the school.
- Follow the school's behaviour policy; apply behaviour management strategies and techniques to anticipate and manage behaviour constructively and contribute to a purposeful learning environment.

Working with staff, parents/cares and relevant professionals

- Share knowledge and understanding of pupils with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Build positive relationships with all parents and carers.
- Communicate effectively with parents and carers under the direction of teachers, SENDCO and SLT.
- Contribute to meetings with parents and carers by providing feedback on pupils' progress, attainment and barriers to learning, as directed by SENDCo.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Work with external agencies such as speech and language, Complex Communication and Educational Psychologist service to ensure the best provision possible.
- Develop effective professional relationships with colleagues based on our school values.

Professional Development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Safeguarding

- Work in line with statutory guidance (eg. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school.

Please send your application form detailing your SEND experience, expertise and vision for SEND education by **Monday 5th October at 12 pm 2026**

Formal Interviews will take place on **Thursday 8^h October 2026**