



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Job Title:** HLTA Student Support

**Job Status:** Permanent

**Location:** Finham Park School

**Grade:** G4

**Hours:** 32.5 hours per week, term time only + 3 days

## JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education process, by using their best endeavours and specialist knowledge to provide care and supervision to young people, including those who fall within the four broad areas of need as described in the SEN Code of Practice September 2014.

Broad areas of need:

- Communication and interaction,
- Cognition and learning,
- Social emotional and mental health difficulties
- Sensory and/or physical needs.

## Duties and Responsibilities

### OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities and undertake appropriate planning and preparation of sessions and courses for individuals or groups of young people to ensure their safety and facilitate in their educational and personal development.
- ◆ Use appropriate skills to undertake those activities necessary to meet the four broad areas of need for individuals and groups of young people.
- ◆ Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher and/or parent as appropriate.
- ◆ Use appropriate skills when actively engaged in educational activities and work programmes to support the progress of pupils in the four broad areas of need
- ◆ Plan the learning outcome, in partnership with the Teacher to deliver the agreed learning experiences to individuals and groups as required, using The Assess Plan Do Review model
- ◆ Assist the teacher in the development and implementation of Individual Plans and Personal Care Programmes for individual pupils and groups of children.





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- ◆ To report on the development, progress and attainment of pupils at timely intervals in line with the school calendar.

#### **JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:**

1. Work with the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
2. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Establish constructive relationships with pupils providing feedback to them and their parents in relation to progress and achievement as directed.
4. Prepare and maintain equipment and teaching resources for lessons and activities whilst contributing to a bank of resources to be held in the Personalised Learning Centre.
5. Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
6. Promote pupil independence in learning, social and mobility skills reinforce the pupil's self-esteem through praise and encouragement, set challenging and demanding expectations and promote self-esteem and independence.
7. Ensure that pupils are able to use equipment and materials provided in a safe manner.
8. Provide support for local and national learning strategies e.g. Literacy, Numeracy, new curriculum.
9. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
10. Assist the teacher in liaising with other professionals and report information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
11. Assist the teacher with the administration of baseline tests and support in internal and external examinations.
12. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
13. Prepare/clear classroom as necessary before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
14. Provide support to the classroom teacher by undertaking duties such as recording pupil progress, adapting worksheets in order to enable all students to access the curriculum.
15. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - ◆ assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - ◆ the changing of soiled clothing and its disposal in an appropriate way;





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- ♦ assisting with children's injuries and, where appropriately qualified, administering first aid;
  - ♦ assist with the administering of medicines under the direction of **the appropriate medical staff**;
  - ♦ assist with the identification and monitoring of children's general health and welfare.
16. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  17. Support and contribute to the overall ethos/work/aims of the school.
  18. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
  19. Assist with group activities within and away from the classroom/school, such, educational visits and sporting activities.
  20. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
  21. Attend and participate in relevant meetings as required, including parents evenings
  22. Assist the teacher in supporting volunteer helpers or students in the classroom.
  23. To work collaboratively and liaise with other support staff within the school
  24. Any other duties and responsibilities within the range of the salary grade.
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To undertake work, in accordance with any rules and regulations, relating to safeguarding and promoting the safety and welfare of children.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

#### NOTE

On occasions duties will involve attending meetings outside of the normal school day. Any attendance of a PEC at such an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the PEC and Head Teacher (or Teacher acting on Head Teacher's behalf). Any additional hours worked will be logged with the Inclusion Co-ordinator and time off in lieu taken at a mutually convenient time.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be considered to be an entirely separate matter to this employment.

**Responsible to: Inclusion Manager**

