



Job Description

NAME OF POSTHOLDER:	HLTA
JOB PURPOSE:	To support inclusive mainstream education for students in Resourced Provision
RESPONSIBLE TO:	SLT Line Manager
Objectives and principal responsibility areas:	
Work with individual students and small groups within resourced provision to meet their individual needs and ensure progress within our inclusive mainstream setting	
Key Tasks:	
- Co-ordinate, develop and deliver short and medium term plans to individuals and small groups of students - Provide support, advice and guidance to individuals and small groups of students - Inspire and motivate students - Plan for individuals and small groups of students - Plan and adapt interventions for individuals and small groups of students - Plan and deliver action plans for individuals and small groups of students - Record information about individuals and small groups of students - Report information about individuals and small groups of students - Support the delivery of high quality learning experiences for students - Have high expectations of learning and behaviour and inspire and motivate - Co-ordinate intervention plans for students who have complex needs - Assess and manage the risk of students with complex needs and put appropriate plans in place - Gather information to plan and support students - Support, nurture and understand with high expectations - Track the impact of intervention plans on behaviour and academic progress through the analysis of data and report to the SLT RP manager - Motivate, review and develop the RP provision at Dowdales - Contribute to the management of inclusive resourced provision - Establish and maintain communication channels with the team and school leaders - Liaise with external and internal partners on a day to day basis - Support the delivery of plans by staff in the Resource Provision team - Represent the school at meetings with internal and external partners - Act as a point of contact for parents, carers, guardians and providers - Provide specialist support to students with learning and behavioural difficulties - To read and understand your role as outlined in the Child Protection Policy and other safeguarding policies including those relating to Prevent.	
Developing the School Ethos:	
The Governors of Dowdales would expect the post holder to: - Fully support the ethos of the school - Demonstrate consistently high standards of personal and professional conduct by: - maintaining high standards of ethics and behaviour, within and outside school - treating students and staff with dignity, building relationships rooted in mutual respect - having regard for the need to safeguard students' well-being, in accordance with statutory provisions - having proper and professional regard for the ethos, policies and practices of the school and maintaining high standards in their own attendance and punctuality	

- having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.

Signatures:

Name of Post Holder (Please Print).....

Signed Postholder Dated

Signed Headteacher Dated