

Job Description

Job Title	HLTA – Working with a named child with complex needs.
Grade	2020 Scale 7
Fulltime	32.5 hours/39 weeks (term time plus five training days)
Reports to	SENCO
Responsible for	Line management of staff
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>Provide learning activities for a named pupil with complex needs under the professional direction and supervision of a qualified teacher.</p> <p>HLTAs will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment. This may be at school, in the young person's home or hospital.</p>
Principle Accountabilities	<p>Use teaching and learning objectives to plan challenging lessons/activities and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision for one specific pupil with complex needs.</p> <p>Assess the needs of the named pupil and use detailed knowledge and specialist skills to support this pupils' learning.</p> <p>Deliver adjusted learning activities according to pupil responses/needs.</p>
General	<ul style="list-style-type: none"> ● Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person ● Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop ● Contribute to the overall ethos/work/aims of the school ● Establish constructive relationships and communicate with other agencies/professionals, including the named pupil's nurse, in liaison with the teacher, to support achievement and progress of pupils ● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. ● To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace ● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none">● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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