



Job Description

SUPPORT PATHWAY HLTA

Responsible to: LINE MANAGER
Salary Grade: Scale 5
Full time/Part time: 37 hours per week , 40 weeks

Job Purpose

To work as part of a professional team to support the planning and delivery of learning and therapeutic activities for small groups or individuals, following a support pathway, tailoring them to their individual needs. Monitoring students and assessing, recording and reporting on students' achievement, progress and development. This may include supporting students needing Behavioural or Emotional Support.

Duties and responsibilities

Safeguarding

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to the Safer Recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Support for Students

- To motivate and advance students learning through targeted group work, by using clearly structured, interesting teaching and learning activities.
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the school
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide detailed verbal and written feedback on session content and student

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progress as required.

- Develop, implement and review student support plans.
- Support students consistently whilst recognising and responding to their individual needs.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the support pathways.
- Recognise own strengths and areas of specialist expertise and use these to advise and support others
- To be responsible for the planning, delivery and monitoring of interventions for students, both delivered by themselves and the wider team.
- To organise and safely manage the learning activities, physical teaching areas and resources for which responsibility has been given.
- To support teachers in evaluating students' progress through a range of assessment activities.
- To act as a Key Worker for identified students.
- To undertake supervisory responsibilities of students during lunch and break periods.

Working with staff, parents/carers and relevant professionals

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SLT, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- To foster relationships with parents/carers, liaising as appropriate, maintaining sensitivity and confidentiality at all times.
- To assist in the maintaining and analysing records of students' progress.
- To carry out programmes of observation and assessment as planned by the appropriate professionals.
- To support others in the teaching and learning of students with emotional and/or behavioural needs.
- To attend and participate in staff meetings and training days/events as requested.
- To attend relevant meetings and contribute to the development of policies and procedures within the relevant areas of expertise.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy

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- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher/Line Manager and/or CEO, and will be reviewed annually.

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