



Job Description

Post title: HLTA - Inclusion
Responsible to: Assistant Headteacher for Inclusion
Salary: G5
Status: Fixed Term Contract (1 year with the potential to become permanent)

PURPOSE

To work under the direct instruction of the Assistant Headteacher for Inclusion, usually in the Inclusion Hub or in the classroom, to support access to learning for pupils with SEND or other additional needs.

Main Responsibilities and Duties

Support for Pupils and families

- To have a secure understanding of the special educational needs of the identified pupils
- To deliver an individualised curriculum for identified pupils who attend the Inclusion Hub
- To work in a variety of ways to support, motivate and challenge identified pupils to raise levels of progress
- To organise and develop teaching and learning resources and ensure that the learning experiences provided to the SEND pupils and pupils with other additional needs are appropriate and relevant to their needs, under the guidance of the Assistant Headteacher for Inclusion
- To support pupils with additional needs to access their learning in class and meet their learning and personal goals
- To maintain positive relationships with families of pupils with special educational needs
- To ensure that the class Inclusion file and the SEND pupils files are kept up to date
- To attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities planned and designed by the Assistant Headteacher for Inclusion and by the class teachers
- To encourage pupils to act independently as appropriate

SUPPORT FOR THE CURRICULUM

- Provide specialist learning support to pupils with special educational needs and disabilities.
- Take responsibility for delivering learning activities with groups, who would benefit from a specialised learning approach, as agreed with the Assistant Headteacher



- Establish and maintain supportive relationships with individual pupils, whole class and parents/carers Liaise with specialist services e.g. Educational Psychologists, Speech and Language Therapists, by agreement with the Assistant Headteacher for Inclusion
- Provide guidance to teaching assistants on promoting inclusion in the Inclusion Hub and in the classroom Ensure effective transition and communication between the Inclusion Hub and the classroom
- Oversee and provide support in evaluating pupil progress, under the guidance of the Assistant Headteacher for Inclusion
- Contribute to behaviour management within the Inclusion Hub and in other areas of the school

SUPPORT FOR THE SCHOOL

- Work as part of a team in relation to individual pupils, liaising and consulting with the Assistant Headteacher for Inclusion
- Develop and maintain effective working relationships with other staff and parents or carers
- Support the implementation of school policies and procedures, including those relating to confidentiality and behaviour
- Share skills and expertise with team members and other staff
- Provide administrative support as appropriate to the Assistant Headteacher for Inclusion
- Support the Assistant Headteacher for Inclusion in sharing information across the school through the Inclusion files, noticeboards and other means of communication
- Maintain regular communication with teaching staff, school office and other colleagues, under the guidance of the Assistant Headteacher for Inclusion
- Ensure that confidentiality is observed at all times and abide by the data protection act
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and appraisal as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

EQUAL OPPORTUNITIES

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

SAFEGUARDING

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority



HEALTH & SAFETY

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

DATA PROTECTION

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

To undertake such other duties that may be required to meet the needs of the service.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Exiting duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This document is not a contract of employment.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed.....

Signed.....

Post Holder

Headteacher

Date.....

Date.....



Person Specification

QUALIFICATIONS	Essential	Desirable
A good level of education to at least GCSE Level in English and Mathematics.	X	
NVQ's childcare Level 2/ 3.	X	
First Aid Qualification.	X	
Paediatric First Aid training or equivalent.	X	
HLTA Status, if applicable to grade	X	
EXPERIENCE		
Experience of working with children within a school environment.	X	
Other experience e.g. being a paid worker in play schemes, private nurseries, midday supervision, after - school clubs or similar.		X
KNOWLEDGE AND UNDERSTANDING		
The safeguarding requirements when working with children.	X	
The needs of primary school children.	X	
Child development and the ways in which children learn.		X
The roles played by various adults in a child's education.		X
The Equality Act and its application in a school setting.	X	
SKILLS		
The ability to communicate clearly, accurately and effectively both orally and in writing.	X	
Have basic ICT skills to use (Word and Excel) for reporting purposes.	X	
Have some manual handling experience/training.	X	
PERSONAL ATTRIBUTES		
The ability to maintain confidentiality.	X	
The capacity to remain calm and cope with the unexpected.	X	
Commitment, flexibility and enthusiasm.	X	
A willingness to learn, use initiative and be part of a positive and collaborative team.	X	