



Job Description

HLTA: Behaviour Support and Learning Intervention

Reporting to:	Alternative Curriculum Manager		
Responsible for - Staff	None		
Liaising with:	Headteacher, Senior Leadership Team, School Governors, SEND team and other members of staff – teaching and non-teaching (pastoral and attendance) LA, parent/guardians, external agencies		
Grade of post/Salary:	G5	Gauge	
Hours:	37 hours per week, term time only, core working hours 8.00 am – 4.00 pm		
Contract:	Permanent		
Disclosure level:	Enhanced		
Base	Bedford High School		
Date:	May 2019		
Conditions:	Subject to enhanced disclosure, medical and satisfactory references.		

Role Title:	
Job purpose:	To support in removing the barriers to learning of vulnerable students to ensure that they make relevant progress

Job Outline

GENERAL DUTIES & RESPONSIBILITIES:

- Support in the Alternative Curriculum area, working with children with behaviour and learning difficulties
- To assist in the development and implementation of education/behaviour/support/mentoring plans.
- Teach small groups of students in literacy, numeracy and SEMH development programmes
- To support the reintegration of students into mainstream lessons, where necessary providing in-class support
- To provide teaching support to teachers in the Alternative Curriculum area
- To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required.
- To undertake administrative tasks, manage and maintain record systems and processes, including the use of SIMS.
- To coordinate the collection and distribution of work between those students not in mainstream lessons, teachers and external providers.
- To liaise with and work in conjunction with appropriate agencies.
- To monitor and implement appropriate strategies for supporting the learning and attendance of those students not in mainstream lessons
- To complete risk assessment visits for those students who meet the threshold of learning away from school
- To make daily safeguarding phone calls to students who are learning away from school

- Provide home tuition where appropriate
- To coordinate with the Attendance Manager on intervention for those students whose attendance falls below 90%, including early parental involvement and the creation and implementation of action plans (with clear improvement targets) for each student
- Coordinate and make daily home visits as appropriate, tracking their effectiveness and maintaining records
- To implement relevant school policies and procedures.

OTHER RESPONSIBILITIES:

- To have due regard and comply with all school policies
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Develop good working relations with other colleagues and students
- To contribute to the overall ethos/work/aims of the school

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

The school will endeavour to make any necessary reasonable adjustments to the job and the 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 is current at the date above 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.

Person Specification

	Essential	Desirable
Experience:	• Working with or caring for children of a relevant age • Working with students with social, emotional and behavioural difficulties	• Previous experience as a higher level teaching assistant
Qualifications/Training:	• Willing to participate in development and training opportunities • Full Driving Licence	• Qualifications, measureable level of experience
Knowledge / Skills:	• Good numeracy and literacy skills • Ability to use basic technology – computer, video, photocopier • Ability to relate well to both children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	

Legal Issues

	Essential	Desirable
Legally entitled to work in the UK	E	