Bramfield House School

Job Description: **Higher Level Teaching Assistant**

Reports to: Learning Mentor

Review and Amendment: *This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head teacher, Assistant Head teacher(s) and the position holder.*

Job Purpose:

We recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere, which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. As a HLTA, you are expected to take responsibility for ensuring that the children and young people receive a level of day care, which displays a commitment to the philosophy of Bramfield House School.

The aim of the role is to support and promote a positive, caring environment, which focuses upon and addresses the needs of each individual child or young person giving them all the tools to succeed in a learning environment.

The role exists to guide all staff in the support approaches most successful for the inclusion of young people in the classroom to ensure that continuous learning is achieved during learning phases in the school, implementing the child focussed emotion and behaviour policy.

To provide direct support to young people in crisis and who require additional care throughout the school day and to oversee and contribute to the wider planning around the holistic development of young people in the long term.

General responsibilities:

In fulfilling your role, you will be expected to:

• Ensure that all policies, procedures and practices reflect the schools commitment to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice which is discriminatory or prejudicial and which does not reflect or promote the ethos of the school and ensure that they successfully reflect good practice and expectations of Bramfield House School, Ofsted and legal guidance

• Ensure that all children and young people are treated with dignity and respect, in an environment, which reflects the importance of, and their right to be treated as valuable worthwhile individuals

• Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation

• Where deemed necessary by the Head teacher - To support class teachers by assisting in classroom management and by providing basic supervision and day care skills in relation to students

• To assist in developing and implementing individual educational and behavioural programmes

• As HLTA you are expected to maintain strict confidentiality in all areas of your work

Designated Areas of Responsibility

As HLTA, you will be expected to assist the Middle and Senior Leadership Team in ensuring that you:

- Attend EHCP Reviews and other meetings for the students where necessary
- Maintain the records on sleuth for key individuals
- Support young people on an individual basis and recommend areas of additional support when required
- Target set and uphold the behaviour systems in place within the school
- Take part in individual ITACS surrounding key individuals
- Attend and take an active role in meetings
- Promote and maintain effective channels of communication within the school
- Contribute to the annual review process by providing appropriate reports in line with School policy and procedure
- Train and complete work related to safeguarding, behaviour and social interventions to educate and support on an individual basis
- Administer medication to key students as and when required
- Carry out Thrive sessions and interventions where required
- Plan and deliver educational and social interventions for key students, some of which link directly to EHCP outcomes
- Ensure PDS sessions are carried out as and when necessary
- Ensure the SMSC tracker is up dated on a regular basis
- Support the schools character curriculum and lead Bramfield Boy sessions/ activities as and when necessary
- To offer additional support during transitional and break time periods
- Cover lessons if required

Outside Links:

As an HLTA, you will be expected to develop and maintain links with the community outside of the school whilst also ensuring you form professional links with other agencies or professional bodies. As an HLTA, you must promote 'Partnership' with parents / families or carers. To escort children from and to home. To liaise closely with parents, encouraging a partnership in the personal, educational and social and emotional development of the child.

Accountability:

As a HLTA, you are accountable to the Middle and Senior Leadership Team and therefore it is your duty to inform them of all matters relating to the running of the school day.

Personal Responsibility:

As a HLTA, you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work.

Due to the nature of your work, circumstances may arise which are unpredictable and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Head Teacher. On such occasions, we will strive to give you adequate notice and guidance of these duties.