

Job title: HLTA - Secondary

Location: Ryecroft School

Contract: Permanent Term Time only

Responsible to: The senior leadership team

About the role

Purpose of the Job

- To assist teachers in offering mentoring support, training and guidance to other Teaching Assistants
- To support new teaching assistants in the school with a comprehensive training and support programme.
- To develop an ongoing professional development programme for teaching assistants to promote excellent levels of support, care and progress in school.
- To mentor and guide new staff.
- To lead and model positive behaviour management with proactive and solution focussed approaches.
- To contribute to the preparation and planning of lessons where needed including developing resources and opportunities for young peoples to learn in school and out-of-school contexts in accordance with lesson plans and in response to young people need
- To prepare and deliver lessons, under the direction of the teacher, including covering for teacher absence
- To share the school's responsibility to support and promote the learning, personal development, safeguarding and well-being of all young people.
- To ensure recording and reporting across the school is completed to a high standard.

General responsibilities as a HLTA

The post holder will support the school, their colleagues and young people by:

- Having a range of strategies to support, cascade and establish a purposeful learning environment and promote good behaviour
- Leading, promoting and modelling the ethos/work/aims of the school
- Promoting a positive environment within the school
- Assisting with the development and implementation the young peoples' risk assessments and support plans.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of young people.
- Attending and participating in regular meetings.
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Providing appropriate guidance and general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development.
- Supporting in welcoming new staff; through supervision assisting them to understand and adhere to the school's ethos and policies.
- Establishing productive working relationships with young people and staff team; acting as a role model and setting high expectations for behaviour and learning.
- Having responsibility for keeping and updating records as agreed with colleagues and contributing to the reviews of systems /records as requested.
- Liaising sensitively and effectively with parents/carers and participating in feedback sessions/meetings with parents either alongside teachers or as directed.
- Providing and demonstrating the skills and capability to self-reflect and work in a solution focused method whilst debriefing and supporting a staff team.

- Ensuring the safety and wellbeing of all young people is paramount to everything we do.
- Supporting the staff team to effectively record and report within the current framework and guidance.