

## **Higher Level Teaching Assistant SEMH Job Description**

**Post Title:** SEMH HLTA (Higher Level Teaching Assistant)

**Grade/Salary:** Grade 5 £25,419 to £28,226 (actual salary £21,932 - £24,354)

**Hours:** Full time, term time plus 5 days

**Reporting to:** SENCO

### **Role Summary**

The postholder will be one of our key staff and be responsible for providing support for our most vulnerable pupils with the most complex needs.

### **Key Responsibilities**

Supporting SEMH pupils who are struggling to access the mainstream curriculum due to SEMH needs;

- Providing pupils with a calm environment and supporting pupils to regulate
- Being a trusted adult for pupils who require a secure attachment for pupils to develop their independence in their ability to attend lessons
- Running interventions such as SEAL, Circle of Friends, Zones of Regulation
- Providing a calm environment for pupils to independently work when unable to access a mainstream lesson
- Being a point of contact for families/carers of pupils being worked with
- Supporting pupils with re-integration to mainstream from alternative provision settings.
- Working alongside an SEMH Teaching Assistant and deploying them within the SEMH room effectively to allow for time-out and support interventions to run simultaneously.
- Identify pupils who may require ongoing referrals to external professionals such as Healthy Young Minds, Educational Psychologist, Counsellor, speech and language etc.
- Provide updates or attending multi-agency meetings for Early Help and/or social care.
- Have the skills to help develop the SEMH provision at Waterhead Academy.

### **Qualifications and Experience**

- Higher Level Teaching Assistant Certificate

### **Support for the teachers**

- Undertake pupil record keeping and updating records, information and data, producing reports as required.
- Assist in the development and implementation of behaviour management strategies.

- Establish constructive relationships with Parents/Carers and report on information from Parents/Carers to the teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/programmes, adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

### **Support for the School**

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of small groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the academy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.

### **Other**

- Undertake break, lunch, before and after school duties as required.
- Carry out the related duties as and when required from time to time.
- Undertake first aid training and contribute to the academy rota
- Willingness to attend supervision to monitor workload, work life balance, mental health and impact.

## Person Specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have HLTA status or QTS.</li> <li>• Meet the HLTA standards or equivalent.</li> </ul>	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> <li>• First aid training.</li> <li>• Relevant qualifications to at least degree level or equivalent.</li> <li>• Evidence of relevant CPD.</li> </ul>
<b>Skills and experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Demonstrable levels of numeracy and literacy.</li> <li>• Experience of working in a school setting.</li> <li>• Experience of working with pupils with SEND.</li> <li>• Experience of teaching individuals, groups and whole classes.</li> <li>• Effective oral and written communication skills.</li> <li>• Good organisational and time management skills.</li> <li>• Strong ICT skills.</li> </ul>	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> <li>• Experience leading and managing other support staff.</li> <li>• Experience in a specialist area.</li> <li>• Experience in multi-agency working.</li> </ul>
<b>Knowledge</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Knowledge of the HLTA standards.</li> <li>• Knowledge of relevant school policies, including safeguarding.</li> <li>• Knowledge of the curriculum.</li> </ul>	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> <li>• Knowledge of a specialist area.</li> </ul>
<b>Personal traits</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Able to build successful working relationships.</li> <li>• Adaptable.</li> <li>• Able to work independently and in a group.</li> <li>• Empathetic with those facing barriers to their learning.</li> </ul>	