



HLTA (Connect Lead)

Job Description: HLTA (Inclusion Lead)

Line Manager:	SENCO
Main Purpose of Role:	To develop and lead the KS3 Connect Curriculum for a small group of identified students, ensuring that the young people identified for this intervention can gain all the knowledge and skills that they need to help them manage the demands of life in wider society and prepare them for adulthood. Students will connect with their own identity, the school community, the Maidenhead community and the wider world community in order to form meaningful connections between people, places, academic knowledge and wider skills. Students will have the opportunity to ACHIEVE every lesson and will work towards a Key Steps (ASDAN) Certificate in each year of study and self-selected AQA single awards. The successful candidate for this role will also support with administrative processes, small group or 1:1 Work in Shine and the KS3 Raising Achievement Intervention and the literacy and EAL interventions, staff training and student support in classes as required.

Main Responsibilities:

1. To work with the Assistant Headteacher (Inclusion) and Head of Learning Support to develop and deliver the connect curriculum, ensuring that it includes:
 - Development of functional life skills including those to support with independent daily living, travel and managing finances
 - Emotional regulation
 - Development of leadership, team building and problem solving skills
 - Building resilience
 - Developing digital skills and use of different technologies
 - Experiential learning and pre-teaching of key topics or skills covered in the wider academic curriculum including literacy and numeracy
 - Increasing Trip confidence and widening access to opportunities for extra-curricular and cultural experiences
 - Opportunities for Community Action both within school and the wider community
2. To create a nurturing, purposeful and inclusive classroom environment for students who find it challenging to access mainstream lessons.
3. To contribute towards improving the attendance and behaviour of young people SEND through creating accessible learning opportunities.
4. To provide students with strategies which promote learning, good behaviour, better social skills and well-being.
5. Assist in maintaining good discipline of pupils throughout the school.
6. To work with students and provide them with strategies to help them with confidence-building and improving their organisational and time management skills.
7. To listen to and help students resolve any issues that are creating barriers to learning, feeding back to the SENCO or Pastoral team as appropriate.
8. To collaborate with and follow guidance given by external, specialists and professionals including Educational Psychologists, specialist teachers, social workers, health visitors, language support staff, speech therapists, occupational therapists and physiotherapists.

9. To plan and deliver appropriate learning and development activities for students. These activities should be designed to maximise opportunities to experience success and follow the assess, plan, do, review approach to teaching.
10. To set up and maintain accurate records in line with guidelines on named students which measure the impact of any intervention
11. To contribute to parents evenings and face to face meetings with parents and carers to feedback on the learning and personal development of students within the KS3 Connect Curriculum
12. To present to the senior leadership team or school governors on the purpose and progress of the KS3 Connect Curriculum when requested by the Assistant Headteacher (Inclusion)
13. To contribute towards the form time and break time support in place for students with SEND, as directed by the SENCO.
14. To provide support through either 1-to-1 or small group intervention to students who would benefit from a more personalised approach to learning, either in the form of mentoring, through regular timetabled time in Shine, literacy or EAL intervention, KS3 Raising Achievement Intervention or in class support.
15. To liaise with parents, keeping them informed of the personalised support package being delivered for their child when required.
16. To support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
17. Contributing to the creation and delivery of CPD materials relating to SEND for teaching staff as requested by a SENCO.
18. To undertake administrative duties which support the operational or strategic vision of the Learning Support Department as required.
19. To ensure the Assistant Headteacher (Inclusion) and/or SENCO are informed immediately of any concerns in relation to the students mentored and supported.

OTHER

1. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
2. To promote the safeguarding of children
3. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
4. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.