

Job Description

Job Title	HLTA/Associate Tutor
Working Hours & Pattern	32.5 hours per Week, 39 Weeks per annum
Salary / Grade	Pathway 6
Date Last Evaluated	February 2023
Core Purpose	Associate tutors will work closely with teachers, SLT, outside agencies and parents to help improve the learning, progress and behaviour of students.

Key Responsibilities
<p>Personal and Professional Conduct</p> <ul style="list-style-type: none"> • Work to high professional standards embodying the core Richard Barnes Academy values of ambition, determination, conviction and reflection. • Forge positive and mutually respectful relationships with colleagues and students. • Have regard for the Richard Barnes Academy Safeguarding policy and work to keep students safe always. • Be a reflective practitioner using quality assurance and performance management feedback to improve your own practice. • Support the operational running of the academy by undertaking supervision duties. <p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Demonstrate expertise, knowledge and skills in understanding the needs of Alternative Provision students. • Have a good working knowledge of barriers to learning such as SEND or SEMH needs. • Acquire a level of subject and curriculum knowledge which is appropriate to your role. • Take responsibility for ensuring that your own knowledge and understanding is up to date. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • Use the Richard Barnes Academy behaviour policy consistently. • Ensure that effective, non-confrontational behaviour management strategies are employed. • Take direction from teachers and other staff about the which students to support. • Support teachers in delivering the Richard Barnes Academy minimum classroom expectations. • Contribute to assessment and planning. • Take on the role of Group Coach. • Help teachers to make learning resources for students. • Maintain a stimulating and safe learning environment. • Communicate effectively and sensitively with students. Model standard English always and support students developing oracy. <p>Working with Others</p> <ul style="list-style-type: none"> • Work in partnership with other professionals in the academy and outside agencies. • Communicate effectively and widely with parents and careers. • Work collaboratively with teachers and other Associate Tutors.

Coaching

- Under the guidance of the AHT PDBW, to act as a coach to a group of students.

General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- Demonstrate a positive commitment to equality and diversity
- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Promote a flexible approach to meet the changing needs of the Trust.
- Ensure the Business Services Team receive adequate support to meet operational objectives.

Trust Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Trust will commit to:

- Providing a courteous and efficient service at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust
- Working to maintain the Trust at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation
- Promote the safeguarding of all learners.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Level 2 Mathematics and English or Equivalent	E	A
A Levels or Equivalent	D	A
Evidence of CPD which enhances classroom practice	D	A
Knowledge and Understanding		
A clear understanding of what makes TDET different	E	A/I
An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD.	D	A/I/T
An understanding of disadvantage and difficult settings.	E	A/I/T
Skills and Abilities		
Ability to support students with literacy and numeracy.	E	A/I/T
Knowledge of standard English.	D	A/I
An understanding of expeditionary learning.	E	A/I
Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups	E	A/I/T/R
Ability to Self-Evaluate	E	A/I/T
Experience		
Evidence of successfully supporting students with their learning	E	A/I
Effective and systematic behavior management, with clear boundaries, sanctions, praise and rewards	E	A/I
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social and emotional needs.	E	A/I
Experience of working collaboratively with others.	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References