**2 x Higher Level Teaching Assistant (Bespoke Provision) – External**

Pay grade: S01

Pay scale level: 23-25

Hours: 37 per week - term time only + 5 training days

Hours of work: 8.45am- 3.45pm Mon, Tues & Thurs. 8.45am- 4.15pm Wed. 8.45am- 3.15pm Fri

Responsible to: A class teacher and a member of Extended Leadership

Welcome to our school,

The Governors of this caring and successful school wish to appoint an enthusiastic, motivational and outstanding HLTA to join our dedicated team at this exciting time in the life of the school. We are looking for a HLTA who want to make a real difference to the lives of our pupils to inspire a desire for learning, to maintain our high standards and make a significant impact on the life chances of our pupils. Our young people (2-19) have a wide range of special educational needs, including Autistic Spectrum Condition.

We are looking for a HLTA who wants to make a real difference to the lives of our pupils with complex communication, ASC and SEMH, to inspire a desire for learning, to maintain our high standards and make a significant impact on the life chances of our pupils.

The successful candidate will excel in meeting the diverse needs of our pupils with complex communication, ASC and SEMH. You will be supported within your class by a team of Learning Support Assistants, a teacher and by a Middle and Senior Leadership Team who have a secure understanding of the rewards and challenges of teaching in our school. Our staff are passionate about developing the learning and life chances and opportunities of our pupils and young people.

**We are particularly interested in applications from candidates who have experience working with Complex Communication, ASC and SEMH. The successful candidate will be working in a bespoke provision for our most challenging students in the Informal Teaching and Learning Group.**

The successful candidate will have the following qualities:

* Experience and skills of working with pupils with Complex Communication, ASC and SEMH alongside Special Educational Needs and strategies to ensure learning is personalised, engaging and inclusive
* High expectations, commitment and enthusiasm for both the personal and educational development of all pupils
* Excellent communication, organisation and interpersonal skills
* An ability to work collaboratively with parents, carers, multi- professionals and outside agencies
* An ability to understand personalised plans and how to implement them
* The ability to work effectively within a team
* A passion for education and willingness to support staff in enabling all our pupils to reach their potential
* A commitment to making contributions to the life of the school
* A commitment to the provision of a high-quality education for all
* Team Teach Level 2 qualification or willingness to undertake

 In return we can offer:

* Working with the most inspirational pupils who are respectful, creative and resilient
* The support of a professional, knowledgeable and inclusive staff team
* A comprehensive CPD programme with potential for career development
* An opportunity to be an integral part of a young person’s journey and a real sense of achievement
* A workplace that listens to all staff and values their skillset and contribution

Kathryn Bryan

Headteacher

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details and recruitment pack please contact Broomfield South SILC by email [broomfield@broomfieldschool.org.uk](mailto:broomfield@broomfieldschool.org.uk) visit our website; [www.broomfieldschool.org.uk](http://www.broomfieldschool.org.uk)

or by telephoning Lucy Aleksic on 0113 277 1603 ext. 212

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

**Role:**

Under the direction of the class teacher and where necessary the Extended Leadership Team, this role will be delivering to an individual student and or a group of 5 learners as part of a bespoke provision at Broomfield.

**Main Duties:**

* To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.
* To establish productive working relationships with pupils, acting as a role model and setting high expectations.
* To collaboratively set and implement outcomes from EHCPs.
* To promote the inclusion and acceptance of all pupils within the classroom.
* To support pupils consistently whilst recognising and responding to their individual needs.
* To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* To promote independence and employ strategies to recognise and reward achievement of self-reliance.
* To provide feedback to pupils in relation to progress and achievement.
* To organise and manage appropriate learning environment and resources.
* To within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
* To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* To record progress and achievement in lessons/activities systematically and provide evidence of progress and attainment on our Learning Journey assessment system.
* To work within an established behaviour policy to anticipate and manage behaviour constructively, promoting de-escalation, self-control and independence. Contribute to, update and follow all BIPRAs, PBSPs and risk assessments at all times.
* To support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
* Production of lesson plans, worksheet, plans, Sensory Integration resources etc.
* To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs such as following advice from SaLT and OT.
* To deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills.
* To use ICT effectively to support learning activities and develop pupils’ competence and independence in its use.
* To select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds.
* To advise on appropriate staff deployment and use of specialist aid/resources/equipment
* To comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* To contribute to the overall ethos/work/aims of the school.
* To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
* To deliver out of school learning activities within guidelines established by the school.
* To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
* To liaise between managers/teaching staff and teaching assistants.
* To attend regular team and supervision meetings as directed by the class teacher/ TLG Lead engaging and contributing as necessary.
* To be responsible for safeguarding all pupils and promoting their welfare by adhering to all child protection procedures.

## Any Special Conditions of Service:

There is a requirement to submit to **an enhanced Criminal Records** Bureau background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is subject to change at any time, with prior discussion with the employee, in line with the requirements of the school.

Signed.................................................... (Head Teacher) Date: ……………………….

I acknowledge that I have seen and received a copy of the above job description.

Signed........................................................ Date: ………………………...

**Broomfield SILC *is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***