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| **Adelaide Heath Academy** | | |
| **Post Title** | **REF** | **Grade** |
| Higher Level Teaching Assistant and Outreach |  | Grade 6 |

**SEMH Outreach HLTA**

**One-Year Fixed Term Contract**

**Grade 6**

**Main Purpose of the Role**

To provide off-site education to pupils. This post will require the successful candidate to hold a full UK driving license as travel within Cheshire East and West is essential. This is a one-year fixed term post.

**Main Responsibilities of the Outreach HLTA Role**

* To provide specialised SEMH Outreach support
* To have high expectations, lead by example, promoting the school’s vision, values and aims.
* To be a member of the Outreach Team and make a significant contribution to the strategic development and direction of the Outreach pupils.
* To deliver effective Outreach support on a case-by-case basis.
* To work with a range of professionals including various levels of school staff, families, and wider professionals to ensure a child-centered, multi-agency support approach to Outreach delivery.
* To provide a collaborative, flexible approach ensures that the service is responsive to pupil needs
* To complete paperwork and Outreach protocols to ensure consistency as well as ongoing evaluation.
* To promote pupils’ independence, self-esteem, and social inclusion.
* Provide advice and strategies that enable children with SEMH to access the curriculum and to ensure full participation.

**Teaching and Learning:**

* Demonstrate an informed and efficient approach to adaptive teaching by sharing relevant strategies with support of the subject teacher and increase achievement of pupils.
* To promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
* To observe children’s progress and actively feedback observations.
* To consult, feedback and recommend approaches and strategies to other adults in order to develop provision.

**Working with staff, parents/carers, and relevant professionals**

* Communicate effectively with staff members and children across year groups.
* Support communication with parent/carers.
* Contribute to meetings with parents and carers by providing feedback on pupil progress and barriers to learning and engagement, in collaboration with school staff.
* Contribute to meetings and liaise with other professionals within and beyond the school, where applicable.
* Develop effective professional relationships with colleagues.
* Support recommendations to school staff by referencing theory and reasons behind suggested strategies and approaches.
* Always offer a non-judgmental, supportive stance.
* Always be transparent and constructive with all professionals.

**Safeguarding**

* Work in line with current statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and safeguarding and child protection policies.
* Promote the safeguarding of all children in every school setting and understand and implement individual school policies and procedures where applicable.
* The postholder will be required to follow school policies and the staff code of conduct.

**Professional Development**

* Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with the Outreach team and school leaders, and identifying relevant professional development to improve personal effectiveness.
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from Outreach team.
* Partake in the school’s appraisal procedures.

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| **Person Specification - Higher Level Teaching Assistant** | |
| **Essential Criteria** | **Measured By** |
| **Experience**   * Three years’ experience of working to support children’s learning, gained in a relevant environment. | AF/I |
| **Qualifications/Training**   * Meet HLTA standards or equivalent qualification and experience. * Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent. * NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification). | AF/I/PE |
| **Knowledge/Skills**   * Full working knowledge of relevant policies/codes of practice including school performance management policies. * A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery. * In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. * Understanding of principles of child development and learning processes. * Ability to plan effective actions for pupils at risk of underachieving. * Have experience of, or demonstrate the ability to manage a team, including the monitoring, evaluation and prioritisation of others’ work. * Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff. * Effective use of ICT to support learning. * Use of other equipment technology – video, photocopier. * Well-developed interpersonal skills to be able to relate well to a wide range of people. * Excellent communication skills. | AF/I/PE |
| **Behavioural Attributes**   * Builds personal relationships with stakeholders, through regular contact and consultation. * Coaches and empowers team members to take responsibility for ensuring customer care. * Understands the schools’ development plan and how it relates to team and individual objectives. * Accepts, supports and quickly implements change. * Identifies and promotes best practice and encourage the sharing of ideas. * Proactively seek opportunities to increase job knowledge and understanding. * Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. * Works with others to resolve differences of opinion and resolve conflict. * Requires minimum supervision. * Takes responsibility for own and team actions. * Identifies and overcomes barriers and manage risks. * Takes quick and effective action. * Demonstrates focused implementation of role and responsibilities. * Builds strong team ethos where everyone feels valued. * Provides timely, sensitive and honest feedback on performance. * Is accountable for own development and encourages the ownership of development needs amongst team members. | AF/I |

AF - Application form I - Interview PE – Practical Exercise

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***