



## Job Description

**Job Title:** Numeracy HLTA working with students in the SLRB

**Salary Scale:** Scale 6 Actual Salary range pro rata £28,447 30,266

**Start:** September 2024 (sooner if possible)

**Reporting to:** SLRB Manager

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## Job Purpose

The primary purpose of the Speech Language Resource Base is to ensure that our students with speech and language needs make excellent progress and achieve as highly as possible regardless of their starting points through the delivery a high-quality, tailored curriculum, high quality teaching and learning, extra-curricular opportunities, and targeted pastoral care.

## Context

The Speech and Language Resource Base (SLRB) opened in September 2022. This is a resource base for students with an EHCP and a diagnosis of developmental language disorder (DLD) who have been nominated by the Local Authority. The students in the resource base have the majority of their lessons in mainstream classes, and their teachers are closely supported by the SLRB teacher, Speech and Language Therapists and Learning Support Assistants to support them. In addition, the students in the SLRB have small group lessons with our SLRB teacher to develop their expressive and receptive language skills, numeracy skills and life skills. There is a particular focus on teaching the students self-help strategies so they understand their needs and what they need to put in place to support themselves. There will be 10 students in the SLRB in September 2024 from year 7-11. The SLRB is overseen by the SLRB manager who ensures that students are receiving the right provision for their needs.

## Duties and Responsibilities

- To complete HLTA qualification
- To uphold and support the distinctive Jesuit, Catholic ethos of the college
- To plan, prepare, and teach sequences of numeracy lessons appropriate to the needs of the pupils
- To plan, prepare, and teach sequences of life skills lessons appropriate to the needs of the pupils
- Take responsibility for identifying student needs, planning appropriate lesson content, implementing the development programme and continual evaluation and reporting within key area.
- To create appropriate teaching materials that meet the needs of students in the SLRB
- To have a good understanding of each pupil's profile and work with the SLRB team to set and review termly IEP targets
- To monitor and track students' progress through online platforms such as Verbo, Provision Mapping, spreadsheets, IEPs and annual reviews
- To prepare paperwork for students' annual reviews and attend students' annual reviews
- To carry out small group pastoral interventions
- To support SLRB students in class as part of a structured timetable.

- To manage the day-to-day running of the SLRB, including pastoral concerns about students and regularly liaising with parents
- To regularly liaise closely with the speech and language therapists, SLRB HLTA and SLRB manager.
- To attend a biweekly after school meeting with the speech and language therapists, SLRB HLTA and SLRB manager.
- To complete ELKLAN training with a focus on SLCN
- To maintain good order and discipline amongst the pupils in line with the College Behaviour Policy, including duties and supervision outside the classroom.
- To participate in CPD, share learning with colleagues and incorporate strategies in your teaching.
- To be a reflective practitioner.
- To ask for support and advice when it is required.
- To participate as required in meetings with colleagues, external partners and parents in order to fulfil their duties and responsibilities.
- To perform any other duties reasonably requested.

### **Qualities**

- Be a reflective practitioner
- Ask for support and advice when it is required
- Perform any other duties reasonably requested
- Provide LSA support, cover or supervise students as appropriate

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.*

**St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**