

Job Description – HLTA, Alternative Learning Provision (ALP)

Salary / grade: LPT7

Hours: 27.08 hours per week, 38.6 weeks per year (term time only)

Contract type: Part-time, permanent

Responsible to: SENDCo

Responsible for: No subordinates

Main purpose

- The key function of the role is to lead and develop nurture groups and interventions which specifically support learners with SEMH needs; tracking and monitoring the impact through the provision map.
- To facilitate and encourage a positive learning experience which provides students with the opportunity to achieve their individual potential.
- To support the senco in raising standards of student progress, achievement and behaviour and wellbeing across all Houses, year groups and ability profiles.
- To provide support to students so they are empowered to successfully manage their own learning beyond lessons; demonstrating the skills of behaviour for living.
- To provide oversight and support for pupils attending alternative learning provision (ALP) through tracking attendance and progress and ensure suitability and safeguarding of these provisions.
- To support the Designated Safeguarding Lead in promoting and safeguarding students' welfare and personal development.

Duties and responsibilities

- To support the school in developing strategies which ensure students with social, emotional or mental health needs (SEMH) are successful in lessons and are able to achieve their potential; academically and socially.
- To contribute to a positive school culture, through a restorative approach, where successes are celebrated and differences are valued; instilling a sense of pride and belonging in every student.
- To work collaboratively with staff in identifying, investigating and resolving barriers to students' learning.
- To plan and deliver meaningful interventions which support students, in class where necessary, and ensure records of interventions are kept.
- To lead and deliver nurture groups which equip students with strategies to manage their behaviour and emotions; enabling them to make good progress in lessons and have strategies for promoting their own wellbeing during their break times and their daily life beyond school hours.
- To lead and/or support the implementation of strategies to raise standards of attainment, revision programmes, study skills seminars, targeting underachievement through mentoring) to maximise potential outcomes for identified students.
- To liaise closely with parents and outside agencies, including chairing meetings and representing the school in the capacity of designated professional.
- To assist the Assistant Headteacher in the devising of appropriate social activities at break times to enhance the wellbeing of all students, undertaking supervision of students as timetabled on a daily basis, and particularly for students with SEMH needs.
- To provide professional learning opportunities for staff to develop their knowledge and understanding of strategies to support students with SEMH needs.
- To facilitate opportunities for students to reflect on poor behaviour and, through a restorative approach, encourage and support them to meet school expectations.

- To monitor and evaluate attendance, seeking to motivate all students to have excellent attendance rates.
- To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
- To participate in the Personal Development curriculum for our students, leading events as required.
- To participate professionally in own line management meetings, appraisal review meetings and team meetings.
- To attend staff meetings and whole school events as required e.g. Open Evening, as published annually in the whole school diary.
- To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
- To take responsibility for your own wellbeing.
- Undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a HLTA, ALP.

Duties for all

- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
- To have regard and comply with safeguarding policy and procedure as appropriate

General

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

Fullbrook will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

Postholder's signature: _____ **Date:** _____

Postholder's name: _____

Job title: HLTA, ALP

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C+.	✓	
High level working knowledge of Excel, databases and Word.		✓
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Calm and adaptable with an ability to work within a flexible and busy environment.	✓	
Ability to encourage learning and motivate young people in their studies by building positive relationships.	✓	
Good interpersonal skills with the ability to liaise effectively with other staff.	✓	
Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed	✓	
Ability to manage own workload and time.	✓	
Able to evaluate own developmental needs and seek learning opportunities to address them.	✓	
Ability to respond flexibly and adapt to changing and challenging circumstances.	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, eg successful experience of working in a school environment or with young people.		✓
Experience of working with young people with SEMH -the ability to encourage, motivate and support.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	

Training can be provided on specialist areas of the role, including the promotion of safe working practices.