

Job Description

Post	HLTA Learning Support Service
Accountable to	2 i/c for Learning Support and SENCO

Overall purpose of the job

The post holder will help in lessons to support pupils with Special Educational needs.

The post holder will oversee and distribute daily timetable changes to the wave three curriculum.

The post holder will be in charge of supporting teachers with resources for the wave three curriculum.

Working under the instruction and supervision of the Head of Learning Support the post holder will deliver some specific wave two and three interventions to pupils in years 7 to 11 who the Academy has identified.

Duties and responsibilities

To make any daily timetable changes and help put together the wave 3 intervention timetable.

To communicate on a weekly basis with wave three curriculum teachers and prepare resources from the software TWINKL for wave three lessons.

To schedule and instruct a range of wave 3 interventions to pupils with an SEN need.

To assist teachers in classes where pupils' needs are a barrier to progress.

To attend annual reviews.

To keep appropriate records on pupils.

To comply with the HLTA Standards.

To attend team and staff meetings.

To be part of a pastoral team including being a form tutor if so required.

To attend First Aid training and to provide First Aid when required.

To uphold the Academy's disciplinary rules and staff code of conduct.

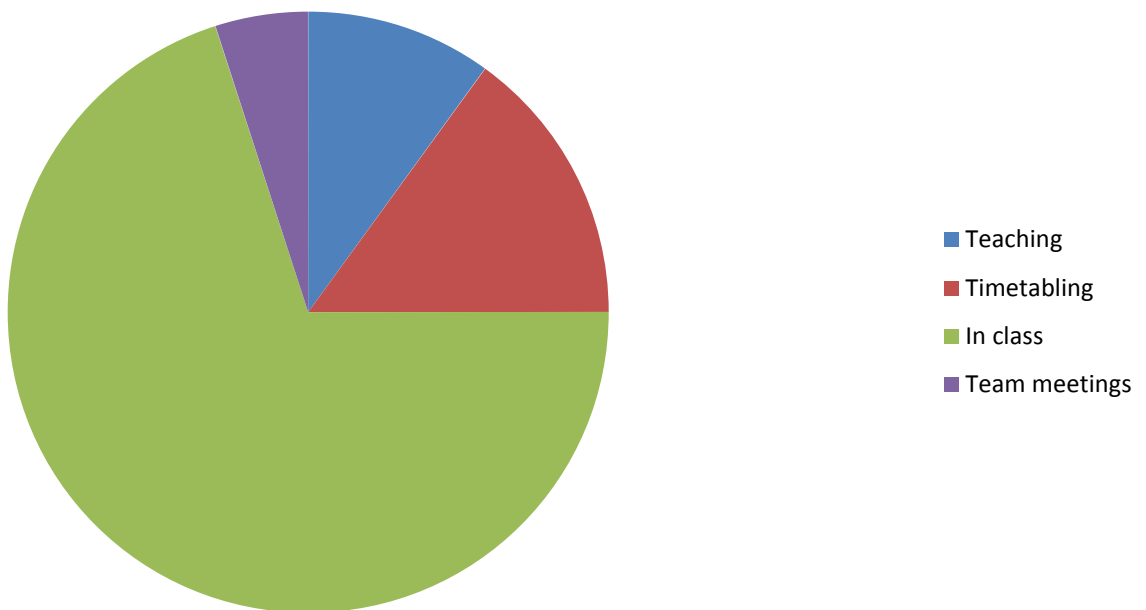
To follow the Academy's health and safety requirements.

To be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures.

To contribute to the maintenance of a caring and stimulating environment for young people
To always act in accordance with the statutory frameworks that set out how the Academy must operate.
To carry out any other reasonable duties within the scope of the post as directed by the Headteacher.

Date of issue:

Indicative percentage of time spent on areas of work



Signature of Post holder:

Signature of Headteacher:

