

# Orchard Manor School

## JOB DESCRIPTION



<b>Job Title/Salary:</b>	Higher Level Teaching Assistant (Intervention and Cover Upper and Lower Campus)
<b>Salary:</b>	£26,350 per annum pro rata    Actual salary £20,176
<b>Base:</b>	Orchard Manor School

<b>Main Purpose of Role:</b>
<ul style="list-style-type: none"> <li>• To support Teachers' delivery of the curriculum and subsequent assessment, implementing the outcomes of the SPT PARRCS policy (Plans, Assesses, Records, Reports, Celebrates and Standards).</li> <li>• Contribute to the development of support staff, pupils, policies and strategies, working collaboratively with teaching staff on the whole planning cycle and management/preparation of resources.</li> <li>• To supervise whole classes during the short-term absence of teachers, mainly on Upper Campus but across the school where needed</li> <li>• To provide support for pupils, Teachers, Teaching Assistants and the Trust to raise standards of achievement, utilising advanced knowledge and skills</li> <li>• To encourage pupils to become independent learners, provide support for their welfare and inclusion of pupils in all aspects of schools' life including mainstream attendance where appropriate</li> <li>• To uphold the HLTA standards in all aspects of work</li> <li>• To effectively contribute to all aspects of professional development including any development identified via the SPT/School Performance Management process</li> </ul>

<b>Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Assist children in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the children to learn effectively make progress over time</li> <li>• Plan, evaluate and adjust lessons/ work plans with Teachers, developing and preparing resources around pupil need, including out of school contexts</li> <li>• Effectively teach whole classes within an agreed system of supervision and lesson framework, motivating and progressing learning by using structured, interesting teaching techniques</li> <li>• Establish supportive relationships with pupils, encouraging individual development, acceptance, social integration, self-esteem and ensuring all pupils have equal opportunities to learn and develop</li> <li>• Contribute to and uphold all aspects of the design and implementation of risk assessments/ additional control measures aimed at keeping pupils and staff safe at all times in accordance with Trust /School policy</li> <li>• Provide detailed feedback to Teachers on lesson content via the effective use of assessment, pupil responses and their attitudes to learning (behaviour)</li> <li>• Use behaviour management strategies in line with the Trust policy to ensure a purposeful learning environment that encourages pupils to interact and work cooperatively</li> <li>• Organise and safely manage learning environment and resources</li> <li>• Effectively deploy teaching assistants/ volunteers when leading whole class teaching</li> </ul>

- Contribute to meetings with parents or relevant professionals (which may be held outside of school hours), providing constructive feedback on pupil progress, achievement and behaviour
- under the direction of the Head Teacher/ line manager
- Exchange information with parents, both verbal and written, supporting their child's attendance, access and learning home to school and community links in accordance to the School/ Trust policy
- Effectively use IT assessment, recording and reporting systems, for example B Squared and Arbor
- Monitor pupil progress with Teachers through a range of activities, assessing responses to learning tasks and modifying methods to meet pupil needs
- Provide constructive feedback to pupils in relation to their progress and achievements, provide meaning and relevance in the way this is communicated
- Contribute to observations and assessments planned by the Teacher, providing reports/ evaluations to enable support for specific pupils
- Contribute to any multi-agency team meetings for specified pupils; implement outcomes identified accordingly (e.g. – sensory integration recommendations)
- Organise and lead groups for offsite activities or visits, carrying out risk assessments as required meeting full compliance of the education off site visit policy held by the Trust/School
- Undertake qualified first aid training; administer minor first aid as trained and assist in the dispensing of medically prescribed controlled drugs meeting the compliance measures expected by the school nurse
- Assist with the safe physical and medical needs of pupils including:
  - personal hygiene/self-care, for example toileting or changing
  - specialist care, for example one-to-one feeding where training has been undertaken
  - mobility needs, for example use of wheelchairs or hoists where training has been undertaken
- Meet emotional and behavioural needs of pupils, supporting the Teacher/ teaching team in managing challenging behaviour to prevent harm or disruption
- Supervise pupils during break times and plan/ organise play time activities
- Implement advice from professional/ specialist support staff involved in education of pupils
- Attend relevant meetings/ training days and assist in development of policies and procedures
- Raise any concerns in accordance with the school's safe guarding policies and procedures
- Support pupils in work placements which may include off site work experience and associated duties where relevant
- Seek any additional advice and guidance from line managers in relation to any aspect of the role which provides further clarity

#### **General – applicable to all Trust roles:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Trust's pupils at all times
- Where required, to work flexibly to support bespoke learning packages and pupil learning 'outside' the school
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required or identified by Trustees

Person Specification:			
	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>Meet and uphold the HLTA standards or equivalent qualification or experience</p> <p>Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.</p>	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty	Application
<b>Skills and Experience</b>	<p>Experience working with children in an education setting particularly those who have special educational needs; meeting such needs in all aspects of role/ responsibilities associated during the school day/ week</p> <p>Effective oral and written communication skills</p> <p>Good IT skills and ability to learn and effectively use electronic information systems</p>	<p>Experience in a supervisory role</p> <p>Experience working with SEN children or adults</p> <p>Experience in administering medical procedures/delivering therapies</p>	Application/ Interview
<b>Specialist Knowledge and Skills</b>	<p>Knowledge of curriculums, learning methods and lesson planning, understanding that all learning needs to remain sequenced</p> <p>Able to react and deal effectively with challenging or unpredictable behaviours</p> <p>Ability to undertake compliance training to administer medical procedures where required</p> <p>Demonstrate a detailed awareness, understanding and commitment to the protection and safeguarding of children and young people at all times</p> <p>Demonstrate an awareness, understanding and commitment to equal opportunities</p>		Application/ Interview

<b>Behaviours and Values</b>	<p>Be flexible to work independently in a responsible manner</p> <p>Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team</p> <p>Demonstrate leadership qualities and set examples of positive behaviours</p>		<p>Application/ Interview</p>
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#### Special Conditions related to the post:

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

#### Trust Benefits:

**Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:**

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff

As a Higher-Level Teaching Assistant (HLTA) at OMS your role will involve providing specialised support and guidance to students with autism spectrum disorder (ASD) who may require additional assistance with behaviour management. The postholder must be prepared to work across the school when required and you will be covering lessons where required. Here are some key components of your role:

1. **Support and Intervention:** You will work closely with referred students, providing personalized support and interventions to address their individual needs. This may involve assisting in the development of social skills, communication strategies, sensory regulation techniques, and self-regulation strategies.
2. **Collaboration and Communication:** You will collaborate with SLT, teachers, and other professionals and support staff to share information and strategies to support students with autism. You will attend SIPI meetings to support this. The support you give to staff to have effective communication with parents/guardians, external agencies, and professionals involved in the students' care is also crucial.
3. **Training and Professional Development:** You may be involved in delivering training sessions or workshops for teaching staff and other support staff on understanding autism, behaviour management strategies specific to autism, and creating autism-friendly environments. Staying up to date with the latest research and best practices in supporting students with autism will be important.
4. **Behaviour monitoring and Trackit:** You will be responsible for monitoring Trackit during the day, ensuring that concerns are picked up, logged and addressed quickly, supporting staff and leaders as necessary.
5. **Safeguarding and Well-being:** You will be vigilant in identifying any safeguarding concerns or issues related to students' well-being, and promptly report them to the appropriate authorities or designated safeguarding lead.
7. **Support the transition of students** including from Lower site to Upper, in-year entries and those leaving to go to another setting. This will mean supporting and sometimes leading at relevant induction sessions, creating a plan for robust transition in to and out of OMS.
8. **To undertake further training** in this area including the NPQ Behaviour and Culture where appropriate.

Overall, your role as an HLTA at OMS will be critical in providing specialised support, promoting a positive and inclusive learning environment, and helping students with autism reach their full potential academically, socially, and emotionally.