

HLTA SEMH Job Description May 2025

Role:

To lead, under the direction of the Head of Link Provision, the day to day provision for students requiring SEMH intervention, including those who may have additional special educational needs and barriers to learning, thus improving outcomes for these groups of students.

Main Duties:

- Liaise with the Head of the provision and members of the Senior Leadership Team to develop our whole school provision for students with SEMH needs
- Manage and co-ordinate the timetables of those identified students
- Lead the delivery of specific SEMH programmes and interventions to meet the needs of identified students
- Support the attendance of students in the provision, liaising with families and students and our AIO
- Within an agreed system of supervision, plan challenging learning activities to support students' academic progress
- Liaise with teachers who may be assigned to teach core curriculum lessons within the provision
- Lead the 'Assess-Plan-Do-Review' cycle for identified students, with support from the SENDCO and Head of Link Provision
- Support the monitoring and evaluation of student's progress against action plans through observation and planned recordings, including feedback for FFI and EHCP students
- Foster a supportive, calm and productive environment, established through trauma-informed practice and therapeutic intervention
- Contribute to the promotion of a positive view of Inclusion and acceptance of all students
- Contribute to the operation of a child-centred approach to individual cases
- Be aware of, and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Prepare and use specialist equipment, plans and resources to support students
- To attend relevant meetings as required
- To lead and participate in training and other learning activities and performance as required
- Participate and contribute to continuous professional development to ensure up to date knowledge and skills
- Contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in the daily duty rota on either break or lunchtime cover.
- Any other duties commensurate with the grade as directed by your line manager.



Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school 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 for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.