



Job Description

POST:	HLTA Behaviour Support Base
GRADE:	SCP 23-25 37 hours per week term time, plus 5 days (39 weeks)
RESPONSIBLE TO:	Behaviour Support Base Manager
RESPONSIBLE FOR:	Supporting students with their individual and academic needs in the Behaviour Support Base and recourses

PURPOSE:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on students' achievement, progress and development.
- Responsible for the management and development of the Behaviour Support Base and management of other learning assistants including allocation and monitoring of work.

DUTIES and RESPONSIBILITIES, working with the Behaviour Support Base Manager:

1. SUPPORT FOR THE STUDENT

- Assess the needs of students and use detailed knowledge and specialist skills to support student learning with the Behaviour Support Base.
- Establish productive working relationships with all students, acting as a role model and setting high expectations
- Implement IEP's as appropriate
- Promote the inclusion and acceptance of all students within the Behaviour Support Base
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

2. SUPPORT FOR THE TEACHER

- Organise and manage appropriate learning environment and resources within the Behaviour Support Base
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in student's learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Production of lesson plans, worksheet, plans etc. as appropriate



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3. SUPPORT FOR THE CURRICULUM

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of student's interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

4. SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out-of-school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class

5. LINE MANAGEMENT RESPONSIBILITIES

- Work with the Behaviour Support Base Manager
- Ensure effective team communication

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.



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To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

**Postholder's
Signature:**

Date:

____ / ____ / ____

**Headteacher's
Signature:**

Date:

____ / ____ / ____