

<b>POST TITLE:</b> HLTA – Inclusion & Literacy	<b>GRADE:</b> 6
<b>RESPONSIBLE TO:</b> SENDCo	

**Responsible for** No direct reports

**Purpose of role:**

To work with the SENDCO and leaders across the academy to ensure that students with SEND are supported to access learning, flourish and achieve their potential.

To work with Teaching Assistants to develop strategies and approaches that support students to access the curriculum.

**Principle Accountabilities**

**Support for Students:**

- To coordinate and monitor students accessing the Learning Support Department, assessing need and signposting appropriate support in line with their Student Support Document and/or EHCP.
- To work closely with the SENDCO & Associate Assistant Headteacher (Literacy) to ensure students with SEND are supported to make accelerated progress where literacy is the barrier to learning.
- To plan, deliver and review literacy interventions in a 1:1 or group setting with a focus on programmes such as Accelerated Reader, RWI and Bedrock Learning.
- To support the SENDCO with the implementation and review of individual Alternative Provision Plans.
- To provide Key Worker support for allocated students on the SEND Register.
- To ensure the Assess, Plan, Do, Review process is followed and detailed records are kept for Key Students.

**Support for Teachers:**

- To coordinate assessment support for students in KS3, working alongside the EAA Coordinator to ensure all students receive the appropriate support with in-class assessments.
- To assist the SENDCO and Deputy SENDCO in offering mentoring support, and guidance to the team of Teaching Assistants.
- To act as the SEND Link with the Behaviour, Safeguarding and Pastoral Teams to further develop the inclusive environment across the Academy. To create & provide resources that support students to access independent work in a variety of learning settings.

**Support for Curriculum:**

- To work with the SENDCO, HLTA (Interventions) and HLTA (Transition) to develop an extensive suite of diagnostic assessment tools across the 4 broad areas of need, using the results to inform bespoke strategies that allow students to access learning
- To assist in the development and implementation of appropriate systems for recording the progress of students with special educational needs.
- To attend appropriate in-service training provided by the Academy or LA.

- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- To use effective behaviour management strategies consistently, in line with the school's RTL procedure.
- To organise and safely manage the learning environment and resources within the SEND department.

**Data Protection and Safeguarding:**

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

**General:**

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
Good standard of education (3 x GCSE's – English C or above)	<b>E</b>
Education to A-Level standard	<b>D</b>
HLTA Qualification	<b>D</b>
<b>Experience</b>	
Working with students with Special Educational Needs	<b>E</b>
Working in a busy fast-moving environment	<b>E</b>
Working with young people in a learning environment	<b>E</b>
Supporting young people to recognise their skills and build resilience	<b>D</b>
Working collaboratively as part of a team	<b>E</b>
<b>Behaviours</b>	
Able to demonstrate Futura values and how to live them in the workplace	<b>E</b>
Natural communicator	<b>E</b>
Professional and approachable	<b>E</b>
Ability to build strong relationships and recognise potential	<b>D</b>
Confident at problem-solving	<b>E</b>
Confident at following through on tasks and resolving difficulties	<b>E</b>
Pro-active and innovative	<b>E</b>
Positive attitude to change	<b>E</b>
<b>Skills</b>	
Excellent verbal communication skills	<b>E</b>
Excellent written communication skills	<b>E</b>
Excellent planning and organisation skills	<b>E</b>
Ability to prioritise and multi task	<b>E</b>
Good level of IT skills including Outlook and MS Office	<b>E</b>
Experience of using school IT systems e.g. Bromcom	<b>D</b>
<b>Attributes</b>	
Committed to the Futura Learning Partnership aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>E</b>
<b>Other</b>	
Occasional work outside normal working hours - prior notice given	<b>E</b>