



WE ARE ASTREA

INCLUSION HLTA

ASTREA ACADEMY DEARNE
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





LETTER FROM THE PRINCIPAL

Dear Candidate,

I am truly delighted you are interested in the post of **Inclusion HLTA** at Astrea Academy Dearne. It is with great pride that I am able to introduce myself as Principal of the school and it is a privilege to share with you our ambitious vision for the future. As a parent first, I am resolutely determined to secure an outstanding provision for our community and to ensure that the children who attend our school have access to the same futures as my own children.

If you choose to join us, you will become part of a strong morally driven school that believe in the highest levels of success for all children regardless of their background. You will be relentless in your commitment and belief in all young people and will ensure only the highest level of academic success and personal fulfilment for all: they deserve nothing less. It is our vision to create outstanding young people who are courageous champions of diversity, equality and mutual respect and who are proud of their community and are enthusiastic advocates of learning.

We offer you unrivalled professional development that actively promotes independent research, collaborative working and constructive feedback and solutions. As a school who is proud to have created our own Fair Workload Charter, we will provide unparalleled support and wellbeing strategies and make you feel an integral part of Team Dearne.

If you share our values and want to make the kind of difference to young people's lives that challenge social boundaries, then we would love to meet you! Please take this letter as an open invitation to either visit our school and meet the people who make our school so much more than a building. If you let us know when you would like to visit we can make sure that tea and cakes are available too! We believe that is an integral part of school life!

I very much hope that you choose to apply for this post and I look forward to meeting you.

Best wishes

Joanne Wilson

Principal at Astrea Academy Dearne





JOB DESCRIPTION

SALARY	Grade 6: £19,000 - £21,670 (actual salary)
CONTRACT TYPE	Permanent
WORKING PATTERN	Term-time - 39 weeks
HOURS PER WEEK	32.5 hours per week
REPORT TO	Head of Eleos



PURPOSE OF THE ROLE

To complement the Key Stage 4 leadership and pastoral team by taking responsibility for agreed learning activities in our alternative provision: Eleos. This will involve planning, preparing and delivering learning activities for individuals and groups, as well as monitoring students and assessing, recording and reporting on students' achievement, progress and development.

BEHAVIOUR AND SAFETY

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist teachers with the development and implementation of individual education/ behaviour/ support/ mentoring plans.
- Take a lead role in the development and implementation of appropriate behaviour management.
- Provide information and advice to enable pupils to make choices about their own learning and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Support the Head of Eleos in the administration and monitoring of safeguarding and individual pastoral support.

ACHIEVEMENT AND STANDARDS

- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies.
- Record progress and achievement in lessons systematically ensuring the availability of appropriate evidence.
- Administer and assess tests and invigilate exams.
- Undertake marking of pupil work and accurately record progress.

TEACHING AND LEARNING

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Administer small group support (and one to one where necessary) to reinforce key assessment objectives in English, maths and science.
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Establish constructive relationships and communicate with other agencies, in liaison with members of the Eleos and pastoral team, to support achievement and progress of pupils
- Provide targeted therapeutic support/interventions to individual needs to improve SEMH.



GENERAL

- Develop and promote high standards throughout Astrea Academy Dearne.
- Participate in training and other learning activities as required.
- Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with social, emotional and behaviour needs.
- Comply with and assist with the development of policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

LEADERSHIP

- Manage Learning Support Assistants as directed by the Head of Eleos.
- Liaise between managers, teaching staff and Learning Support Assistants.
- Represent Learning Support Assistants at appropriate meetings.



PERSON SPECIFICATION

EXPERIENCE

- Significant experience of working with secondary school children at Key Stage 3 and Key Stage 4.
- Experience of working with pupils with social, emotional and behavioural needs.
- Some experience of positive handling, or a willingness to undertake training.

QUALIFICATIONS

- 5 GCSEs at grade A to C in English and maths.
- Gained HLTA status or a willingness to undertake the qualification.
- Training in relevant learning strategies such as numeracy and literacy.
- Specialist skills and training in curriculum or learning area e.g. ELSA, Thrive, mental health and Team Teach.

KNOWLEDGE

- Good understanding of child development and learning processes.
- Full working knowledge of relevant policies and legislation.
- Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes and strategies.
- Understanding of statutory frameworks relating to teaching.
- Constantly improve own practice through self-evaluation and learning from others.

PERSONAL ATTRIBUTES AND SKILLS

- Ability to relate well to children and adults.
- Work constructively as part of a team.
- Effective use of ICT to support learning.
- Use of specialist equipment/ resources.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to plan effective actions for pupils at risk of underachieving.
- Understand range of support services/ providers.

