



Acorn Park

Job Description

Job Title:	Higher Level Teaching Assistant [HLTA]
Terms and Conditions:	40 weeks per year – term time basis Holidays may only be taken during school holidays
Hours:	37.5 hours per week. Monday to Friday, 08.30 – 16.30. 30 minute lunch break each day
Salary Range:	£15,484.31 – £19,011.78
Location:	Andrews Furlong, Mill Road, Banham, Norfolk, NR16 2HU
Responsible to:	Principal
Reports to:	Class Teacher, Deputy Headteacher, Head of Education

Acorn Park School is a Residential and Day Special School offering care and education for students aged 4-19 years with Autism and either Moderate or Severe Learning Difficulties. A post 19 Adult Service is also situated on the same site for young adults with autism.

Our school is located in an attractive yet safe and secure setting amidst the rural peace of over 30 acres of parkland.

Job Purpose:

In conjunction with Senior Management to:

- Work throughout the Education Department, using specialist knowledge and experience to support the Class Teachers to ensure the entitlement of the students to a broad-based appropriate curriculum which meets their discrete needs and learning styles.
- Manage a team of learning support assistants on a day-to-day basis. Ensure that learning support assistants are fully up to date with curriculum developments on a school basis.
- Work with teachers in delivering agreed learning activities under an arranged system of supervision
- Support collaborative working with the residential department ensuring effective communication between adults and opportunities to maximise and generalise learning for all students including supporting the students in their morning routines ready for school

SUPPORT FOR THE STUDENTS:

- To carry out all duties as directed by the class teacher/ Head (Education) teacher to maximise learning opportunities for all students.
- To support the development of communication skills by implementing communication goals in collaboration with Education, Therapy Team and Residential staff.
- To set targets, keep records, assess and evaluate students' learning with support from other professionals.
- To participate in, and complete reports for statutory reviews and meetings concerning the students.
- Administer medication as specified from leading professionals

SUPPORT FOR THE TEACHER

- To lead classes during absences (including planned absence) of class teachers
- To support the Head (Education) or Senior Manager in the recruitment, deployment and supervision of Learning Support Assistants working in the classroom
- To take a lead in disseminating best practice in relation to the Learning Support Assistants role providing training, advice and support to staff that assists teachers in the classroom including induction training
- Co-ordinate and organise students attending off-site/extra curricular activities or other out of school activities under the guidance of the teacher

SUPPORT FOR THE CURRICULUM

- Working under the guidance of a teacher, contribute to curriculum planning, evaluation and implementation
- Contribute to development of school policies and procedures by participation in working groups
- The development, preparation and dissemination of appropriate materials and learning environment in order to deliver lessons in an Autistic Spectrum Disorders (ASD) specific manner.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students

SUPPORT TO SCHOOL

- To support the Head (Education) in the development and provision of development activities for other Learning Support Assistants in the School
- Undertake appropriate training and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Develop and implement Individual Education Plan (IEP), Behaviour Management Plan (BMP), Risk Assessments (RA) and Pupil Learning Plans (PLP) in collaboration with colleagues from the education, residential and Therapy Team
- Work within an established behaviour management and physical intervention policy to anticipate and manage behaviour constructively, promoting self control and independence
- Produce long term, medium term and short term planning with guidance from senior managers.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher to support achievement and progress of students.
- To participate in the recruitment of Learning Support Assistants
- To assist with the supervision of students outside classroom activities, e.g. mealtimes and recreation times, including the day to day management of the lunchtime rota for education staff.
- To contribute to risk assessments for activities and educational visits.
- To undertake relevant training programmes as and when required by the School.

Further responsibilities

- To be a role model at all times to the students and to colleagues.
- To support the students within the residential department to ensure consistency
- Ensure that your conduct at all times does not conflict with professional expectations of the company.
- Promote a positive image of autism and the services of the company.
- Ensure the respect, dignity and rights to privacy of all students as far as is reasonably practical
- To attend and participate in performance appraisal and staff meetings as required
- To follow policies, procedures and guidelines of the company

Maintain confidentiality for all areas of Acorn Park School, its staff and its work. The nature of the work within the School entrusts people with confidential information about people with autism, their families/carers and staff.

People with Autistic Spectrum Disorders (ASD) can present difficult to manage challenging behaviour. This may on occasions necessitate having to physically intervene or remove students from potentially difficult or hazardous situations in line with their agreed behaviour management programmes and Acorn Park School physical intervention policies. All staff working with students undertake Team Teach training and these are the only techniques permitted to be used. All staff are expected to read and abide by school based policy on behaviour and physical intervention.

All staff, except Senior Management will be expected to wear school uniform consisting of a sweatshirt and/ or polo shirt and this uniform will be provided by the school.

Acorn Park is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the Disclosure & Barring Service

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff appraisal.

Person Specification - Higher Level Teaching Assistant (HLTA)
A = Application form I = Interview

Category	Job Requirements Essential	Job Requirements Desirable	Method of Assessment
Equal Opportunities	Ability to demonstrate an awareness of equality issues as it relates to professional conduct and employment practice		AI
Educational / Qualifications	HLTA or equivalent qualification and/or experience or proven evidence of working towards relevant qualifications	NVQ Level 4 or equivalent for Teaching Assistant (or recognised equivalent qualification) Training in autism related areas, PECS, behaviour management and Team Teach Valid clean driving license	AI AI A
Job related Knowledge	Comprehensive knowledge and understanding of Autistic Spectrum Disorders (ASD) and the Triad of Impairments	Experience of managing health and safety issues, in particularly risk assessments	AI
Skills/Aptitude	Excellent communication skills (oral and written) are a key requirement for this post Ability to produce clear reports and keep accurate records Experience of planning, supporting and delivering activities for students with ASD Excellent interpersonal skills and an ability to initiate and engage people with ASD, working effectively with people who are non verbal and who have additional needs Effective use of ICT to support learning Ability to meet the needs of inspectors, providers, managers and other professionals contacting the school	Willing to make decisions Experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work Ability to contribute to the development of practice across the school and ensure consistent implementation.	AI AI AI AI
Experience	Significant successful experience of assessing, supporting children with communication difficulties, ASD and behaviour difficulties Significant experience in supporting school staff to work with students who have difficulties/Autistic Spectrum	Significant experience in supporting parents/carers with children who have communication difficulties/ ASD and behaviour difficulties.	AI AI

	Disorder and behaviour difficulties.		
Building Relationships	Ability to work effectively with a wide range of people including students, fellow professionals, inspection bodies and outside professionals and contractors.		AI
	Ability to build rapport and establish relationships quickly and easily in order to establish both internal and external networks.		AI
Personal Qualities	Positive and flexible attitude to work		I
	Tact, diplomacy and patience		I
	Ability to manage difficult/challenging situations		I
	Persistence, motivation and initiative		I
	Excellent interpersonal and communication skills – speaks both clearly and fluently. Writes in a clear and concise manner using appropriate style and language for the reader/listener		AI
	Loyalty and commitment		I
	Reliable timekeeping and attendance		I
	Ability to respond positively to innovation and change		I
Evidence of ability to plan and prioritise own workload and that of others		I	
Fitness	In order to move, physically intervene or remove students from dangerous situations, good physical fitness		AI
	In order to undertake Team Teach training, good physical fitness		
Health	Good health and attendance records		AI