



## HLT ROLE PROFILE

**Hours:** 36.75 hours a week, 9.00am – 5.00pm Monday to Thursday and 9.00am – 4.15pm Friday.

Term time only, 39 weeks per year, which includes five inset days a year.

**Salary:** £25,000 pa (actual term time only salary)

**Probation Period:** Up to 6-month probation period.

**Location:** The Quest School, The Hop Farm, Tonbridge. TN12 6PY.

ROLE PROFILE
<p>This is a pivotal role within the school, working with children with autism implementing learning and behaviour programs set by our qualified teachers and behaviour specialists using techniques based on the principles of ABA.</p> <p>Working in small teams, ensuring the daily needs of our pupils are met in a professional, competent, safe and fun school environment.</p>
ROLE SPECIFICATION
<p>Required to:</p> <ul style="list-style-type: none"><li>• Deliver effective teaching, applying basic behavioural strategy consistently to pupils with autism, following programmes set by qualified teachers and behaviour specialists. This could involve teaching pupils on a 1:1 basis, or teaching small groups of pupils (3-5 pupils per group).</li><li>• Support pupils with their learning and behaviour during group lessons being taught by qualified teachers.</li><li>• Prepare and deliver individual or small group sessions for curriculum areas such as Asdan, for designated pupils, including any related record keeping.</li><li>• Deliver small group (3-5 pupils) therapy sessions following training.</li><li>• Undertake pupil reading assessments and report outcomes.</li><li>• Deliver planned cover lessons in teacher absence.</li></ul>

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*All successful applicants will be required to complete an enhanced DBS check with relevant barring list checks.*

- Support Senior tutors with assessing pupil progress, reporting findings, contributing to IEP tracking
- Undertake key worker duties for designated pupils; this includes ensuring daily data is recorded and uploaded as needed.
- Assist with the preparation of photos, videos and observations for online parent communication system.
- Complete all records, for incidents, policy breaches and safeguarding concerns, in a timely manner.
- Manage any challenging behavioural issues when they arise in a safe and professional manner. This may include the use of positive handling techniques (Team Teach training will be provided).
- Work unsupervised with pupils.
- Supervise and interact energetically with pupils during lunch and snack breaks and indoor/outdoor break times.
- Support pupils with their personal care needs e.g. toileting, dressing, support with feeding and administering medication, with the support of Senior Tutors and Supervisors.
- To supervise and support pupils on activities and trips outside of the school, such as swimming, gym and woodland walks.
- Lead pupils on offsite trips, where required, and according to relevant risk assessments; also to take the lead with pupils during break and lunch times
- Record data clearly and consistently on programmes throughout the day, ensuring accurate and appropriate data collection systems are followed and used as an effective assessment for learning tool.
- Responsible for safeguarding the health and safety of pupils, including maintaining a physically safe environment and following risk assessments as appropriate.
- Receive further training in direct work with pupils, provided by Senior Tutors, Supervisors and specialist Consultants, and implement feedback consistently.
- Receive additional training across a range of areas, including Statutory, Health & Safety, Safeguarding, as well as further educational and ABA related practices.
- Work effectively as part of the team.

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- Demonstrate a commitment to teaching the pupils of Quest School effectively, eliminating barriers to learning, and facilitating optimum development.
- Demonstrate understanding of the needs of the learner group, and specific needs of individual pupils.
- Demonstrate commitment to contributing to the daily running of the school and assisting with daily job lists as directed by Senior Tutors.
- Take responsibility for specific additional tasks as directed by senior teaching staff, including preparation, organisation and maintenance of teaching materials and resources to support pupils' personalised targets.
- Maintain complete confidentiality regarding the individual records of any pupil of Quest school; this applies to data held either electronically or physically.
- Co-operate in accordance with all school policies
- Responsibility and commitment towards safeguarding and promoting the welfare of children, maintaining a physically safe environment for all pupils.
- Provide 'hands on' training of new staff,
- Provide practical and theory training sessions with new/less experienced staff and lead training workshops for new Tutors.
- Undertake designated additional administrative tasks, as directed.
- Work as a team to co-ordinate and prepare for termly Theme days
- Have a good knowledge of and abide by Data Protection rules.

#### **PERSON SPECIFICATION**

An HLT will:

- Be passionate about making a difference to children's lives by enabling them to learn, thrive and achieve.
- Demonstrate the ability to work as a team player.
- Demonstrate a high level of motivation and present as a self-starter.
- Demonstrate emerging leadership skills

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- Show a willingness to develop existing skills further
- Present with a positive disposition.
- Be energetic, dynamic, creative and enthusiastic.
- Relish a challenge.
- Demonstrate reliability and be trustworthy.
- Show a willingness to develop existing skills further.
- Demonstrate the ability to take initiative
- Demonstrate the ability to confidently teach and lead small groups (3-5 pupils)
- Quest is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- A full DBS disclosure is essential for this role, therefore candidate must demonstrate suitability to work with children

#### **SKILLS, EXPERIENCE AND QUALIFICATIONS**

- Ideally be educated to graduate or hold a professional ABA qualification (e.g., RBT) / pass internal assessment (exam on ABA theoretical knowledge)
- Experience of working with children with special needs preferred but not essential.
- Experience of working as part of a team
- Experience of working in a position that requires the person to show initiative
- Awareness and understanding of autism.
- Good social skills and written and verbal communication skills.
- General IT skills.
- Good organisation, planning and prioritisation skills.
- Physically and emotionally resilient in order to work with children with autism who may have challenging behavior.

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- Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.

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