

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: HLTA – COGNITION AND LEARNING – COMMUNICATION AND INTERACTION

WORLD COLLEGE

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 To support the work of the Director of Learning Support working with individual students and small groups, planning, preparing and delivering lessons sometimes using distance learning or computer aided techniques.
- 1.2 Your immediate responsibility is to:
 - 1. Director of Learning Support
 - 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on- going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.

- 2.8 To respond to the requests of teaching staff.
- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.
- 2.10 All staff are responsible for their own Health and Safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
 - An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – HLTA COGNITION AND LEARNING

- 4.1 To liaise with the class teacher, Director of Learning Support and other staff as appropriate in meeting the needs of individual students.
- 4.2 To support students in their lessons. This may involve planning and preparing lessons alongside associated resources.
- 4.3 To work with the Director of Learning Support to identify the needs of groups of students who have been highlighted by Principal Teachers as underperforming, set learning objectives and subsequently provide intervention for these students.
- 4.4 To track the progress of groups of students who have received interventions.
- 4.5 To provide feedback to the students' teachers, Director of Learning Support and PT regarding progress made and areas of development.
- 4.6 To input any necessary progress data into the department database.
- 4.7 To undertake up to 6 lessons of cover when required for absent colleagues within the department.
- 4.8 To use detailed knowledge and specialist skills to support students' learning, establishing productive working relationships, promoting inclusion and working to support students consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all students.
- 4.9 To support the social, emotional and physical well-being of students.

- 4.10 To act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote students self-control and independence to ensure good behaviour and respect for others is maintained.
- 4.11 To understand comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, student welfare, administration of medicines and first aid, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- 4.12 To contribute to the overall aims and values of the school and establish constructive relationships with other agencies/professionals, in order to support the achievement process, progress and social, emotional and physical wellbeing of students.
- 4.13 To participate in training and other learning activities as required, and attend relevant meetings to ensure own continuing professional development linked to the Science Department.
- 4.14 To liaise with the Learning Support Department teaching staff, SSA's, school nurse and other staff as appropriate in meeting the needs of individual students.
- 4.15 To undertake other departmental duties, from time to time, as directed by line manager.

Note

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.