

**Ripplevale School
Higher Level Teaching Assistant
Job Description**

Name of Post Holder:

Post Title: Mindfulness Higher Level Teaching Assistant (HLTA)

Post Purpose:

To provide Mindfulness and Mental Health Well Being support for students, through individual sessions. To provide support for students' welfare and all aspects of their social, emotional and communication outcomes to encourage students to improve self esteem and well being, to enhance their opportunity to achieve learning and a positive outlook.

Reporting to: Senior Leadership Team

Responsible for: None

Liaising with: Senior Leadership Team, SENCo, Teachers, & Specialists

Disclosure level: Enhanced

Main Responsibilities and Role

- Provide individual sessions of Mindfulness and Mental Health Well Being to identified students who have been identified as needing support.
- Provide detailed verbal and written feedback on student responses to sessions and improvements and achieved goals.
- Listen and use training in Mental Health Awareness to address and improve students mental health, anxieties and low self esteem,
- Be familiar with relevant history both at home and at school.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Use behaviour management strategies in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Organise and safely manage the appropriate Mindfulness environment and resources.
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Support the student through intervention, maintaining sensitivity and confidentiality at all times, unless there is a risk to student safety, at which point SLT must be informed and a Safeguarding concern raised.
- To work as part of a team to promote a whole school approach to enhancing the emotional health and wellbeing of pupils and families so that all children are able to access and benefit from the educational opportunities on offer.
- To work with senior leaders to support and champion activities which promote safeguarding, emotional health and wellbeing across the school
- To play a key role in promoting positive behaviours and support pupils in developing successful relationships
- To ensure that vulnerable pupils have the opportunity to express their views or influence decisions
- To provide advice and guidance to staff on how to support their own well-being and that

- of others
- To support staff in identifying signs of anxiety and emotional distress
- To assist in identifying needs, co-ordinating support or referral and monitoring impact of interventions
- To determine potential risk and co-ordinate early intervention as appropriate
- To participate in working groups or professional meetings as required for exchange of information and best practice.
- To be knowledgeable about local resources and opportunities which can be shared with families.
- To undertake training, as requested, in order to carry out duties of the post in an informed and effective manner.

Monitoring and Assessment

- Assess students' responses to interventions and where appropriate, modify methods to meet individual needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- Contribute to programmes and provide reports, evaluations or other information to assist in the provision of appropriate support for specific children.
- Contribute to reports of students' progress.

Mentoring, Supervision and Development

- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Liaise between managers/teaching staff, multi agencies and LSAs.
- Undertake induction/ training/mentoring for other Learning Support Assistants

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
- Supervise students at times other than during lessons according to the school's duty arrangements.

Other

- Any other duties required by the class teacher, senior teacher, SENCo, Deputy Heads and Head of School/CEO that fall within the responsibilities of the post.
- At all times carry out duties with due regard to the school's Health and Safety Policy.
- To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		HLTA	
		Head of School/CEO	