



JOB TITLE: HLTA – Routes to Employment

SCALE: Kent Range 6

RESPONSIBILITY TO: Beacon Plus Head of Centre

RESPONSIBILITIES AND DUTIES

The focus is to

1. lead and co-ordinate the provision of experiences of work across Beacon Plus and work with individual learners to access employment opportunities to enhance learning. Lead and organise Beacon Plus experience of work programmes in line with agreed policy and national / local initiatives and support the work of all aspects of Beacon Plus to enhance learning experiences and extend and enhance the curriculum offered to learners. Be at the forefront of developing and maintaining effective links with local community partners and organisations to bring greater opportunities for learning and employment to Beacon Plus.
2. Work alongside the Head of Centre to develop a 19-25 education and work ready programme in a collaborative partnership with external agencies, offering welfare support, engagement in learning and supporting social enterprise such as assisting participants with the running of our pop up events.

HLTA's are expected to work as part of Beacon Plus team and contribute to plans to ensure Beacon Plus meets its aims by supporting learners in their education, social development and welfare. The post holder will be expected to progress learners' achievement and to assess, record and report on development, progress and attainment as agreed with the Head of Centre.

Principal Duties and Responsibilities:

1. Assume HLTA responsibilities as directed by the Head of Centre for Pupil Personal Development and meet HLTA standards.
2. To prepare, develop and extend guidelines in consultation with the Head of Centre leading the development of provision for work based learning opportunities throughout Beacon Plus.
3. Complete necessary training/qualification in relation to health and safety in the workplace and oversee other staff to perform work based checks and assessments on learners.
4. To understand the additional challenges that can be faced by adults with an EHCP seeking employment and how to use solution focussed approaches and job carving to create bespoke placements that enable learners with SEND to have the greatest opportunities for success.
5. Plan a differentiated programme to meet the needs of individuals and groups promoting progression, continuity and quality of learning in relation to employment opportunities at Post 19.
6. Monitoring and assessing learner's progress within the programme and using assessment to inform planning and identify individual needs.

7. Record learner's progress and report achievement through liaison with placement providers to support the EHCP process and attainment of personalised targets.
8. To keep up to date with the County policy and Cluster initiatives and resources including Gatsby Benchmarks, in-service courses, visits and personal study; reporting and discussing with other staff.
9. To ensure that all placements used are subject to the appropriate checks and guidelines. To ensure that the reputation of Beacon Plus is maintained at all times.
10. Support learners to take responsibility for their own health & safety, resources and time whilst in a work environment promoting equality and diversity.
11. To take the lead in identifying key work placements for the learners, based on individual needs. Dealing with queries or problems relating to work placements on a daily basis.
12. Organise and manage an appropriate learning environment using teaching and learning objectives to plan challenging lessons/work plans as appropriate, under agreed systems of supervision, to ensure learners development, progress and attainment.
13. Deliver focused learning programmes to learners, adjusting activities according to learners' needs and selecting/preparing necessary resources to lead learning activities, providing feedback in order to support learners' learning.
14. Monitor and evaluate learner responses to focused work programmes through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to staff and Head of Centre in order to provide evidence of the range and level of progress and attainment.
15. To work collaboratively with all agencies, Head of Centre and colleagues and carry out programmes that have been set for individual learners and small groups. Be flexibly deployed according to the changing needs of the learners.
16. Support learners to communicate with parents/carers where appropriate in relation to their placements and progress to ensure learners achieve their best results.
17. Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote learners' self control and independence to ensure good behaviour and respect for others is maintained.
18. Use detailed knowledge and specialist skills to support learners' learning, establishing productive working relationships, promoting inclusion and working to support learners consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all learners.
19. Understand and comply with policies and procedures relating to safeguarding vulnerable adults, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
20. Contribute to the overall work/aims of Beacon Plus and establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of learners

The Beacon SCHOOL

JOB SPECIFICATION: HLTA – Routes to Employment

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ2 • Knowledge in specialist area; working at professional standards for HLTA • Ability to gain Job Coach qualification and Health and Safety qualification
EXPERIENCE	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards – see DfES/TTA document “Professional Standards for higher level teaching assistants” for further information • Successful relevant experience of working with young people/adults of relevant age within a learning environment. • Have experience of supporting individuals with SEND to be successful.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative. • Have drive, vision and the confidence to support and develop the experience of work programme and the position of Beacon Plus in the local and wider community. • Must be flexible with effective time management skills. • Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. • Have a creative approach to problem solving and use this to inspire and motivate learners. • Must have excellent communications skills in order to build rapport with adults, both verbally and in writing. • Must have ability to critically evaluate own performance. • Be able to track learner progress through placements and ensure suitability of placement matched to each learner. • Able to deal with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief. • The ability to train further including gaining a health and safety qualification for assisting work place suitability and Job Coach qualification.
KNOWLEDGE	<ul style="list-style-type: none"> • Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes. • Good understanding of adolescent/adult development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Demonstrate an understanding of confidentiality and safeguarding (KCSIE, safeguarding vulnerable adults) issues in an education setting. • Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.