



Twyford Church Of England Academies Trust

"I have come that you might have life
and have it to the full" John 10 v10

Job Description

Job Title:	HLTA KS4 Lead
Grade:	7
Line Manager:	SENCO & Head of Inclusion
Supervisory Responsibility:	N/A
Important Functional Relationships:	Internal: AMs, HOYs, Head of Inclusion External: LA SEN Officers, parents, Educational Psychologist, Speech & Language Therapist

Main purpose of the job: To deliver outstanding academic and pastoral provision for all Ealing Fields School students at KS4 and to manage post-16 transition.

1. Undertake rigorous monitoring of internal outcomes for EHCP students from Years 9-11 and support identified areas for improvement
 2. To undertake and chair up to 10 Annual Reviews (over time) and deliver SEN interventions curriculum and provide excellent transition – KS4 to post-16
 3. To support exemplary learning behaviour throughout the school and that 90% of EHCP students at KS4 remain at pastoral stages 0 & 1
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Outcomes

Annual Reviews

- 10 per year written; chaired and completed.

SEN group Teaching

- Curriculum plans in place for SEN interventions

Behaviour

- 90% of KS4 EHCP students remain at Pastoral stages 0 and 1; Attendance 96%.

Specific responsibilities and tasks

1. Undertake rigorous monitoring of internal outcomes for EHCP students from Years 9-11 and support identified areas for improvement

- Undertake detailed quarterly analysis of internal exams for a cohort of EHCP students
- Support team members to undertake analysis as needed
- Support any identified areas of risk in relation to meeting SEN team targets

2. To undertake and chair up to 10 Annual Reviews and deliver SEN interventions and provide excellent transition – KS4 to post-16

- To undertake training so that 10 Annual Reviews per year of EHCP students can be drafted and documents collated from teachers, AMs and external professionals before the review. The Annual Reviews must be chaired in a professional manner with accurate notes and action points recorded. After the meeting, paperwork can be carefully completed; checked by the SENCO and then circulated.
- Produce personalised student profiles
- Ensure appropriate and aspirational progression for SEN students who will be leaving the school at the end of year 11.
- Ensure appropriate inclusion of EHCP KS4 students within the mainstream curriculum at Ealing Fields.
- Work closely with outside professionals including Educational Psychologist and Speech & Language Therapist to support student needs fully as required.

3. To support exemplary learning behaviour throughout the school and that 90% of KS4 EHCP students remain at pastoral stages 0 & 1

- Support AMs to be consistent in their dealings with students. Ensure the whole school conduct system is applied fairly with reasonable adjustments as agreed with the SENCO
- Support KS4 EHCP students to be fully prepared to learn in their lessons & support with equipment or organisational plans
- Support KS4 EHCP students to maintain high self-esteem and reward them with positive conduct points when possible.
- Support students to make judicious use of time out and a calm space in the SEN area if needed.
- Have a consistent routine and set of questions to reflect upon actions and consequences
- Develop the practice of emotional coaching techniques or social stories to ensure desirable behaviour is developed by all EHCP students
- Ensure EHCP students are clear about mainstream school expectations in terms of conduct & behaviour, so integration & inclusion opportunities are successful
- Provide support for staff in achieving excellent learning conduct as required
- HLTA should set clear standards for other AMs
- HLTA should support and scaffold lunch time clubs and after school activities, such as Study club
- Ensure safeguarding & child protection procedures are scrupulously adhered to.

Key measures of success – to support the SENCO in delivering these for the KS3 EHCP students

- Individualised reporting, highlighting positive and holistic experiences
- 80% on target in English and Maths (account taken of small sample sizes) & within 10% of whole school figures
- Attendance, punctuality, exclusions, internal exclusions, bullying/racist incidents – in line with the mainstream school
- Careful progression planned for KS4 students

Person specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Education to 'A' level • Ability to teach groups at KS3 & KS4 including literacy or numeracy or social communication skills • At Least 2 years work as a AM/TA and to be working at grade 6 within a high achieving secondary school • Able to write accurately and clearly • Experience of the use of student results analysis outcomes to inform practice and target improvement • An understanding of the strategies required to motivate and enthuse EHCP students at KS4 • An ability to use ICT programmes and packages • A commitment to wider provision and trips. 	<ul style="list-style-type: none"> • Ability to teach group literacy or numeracy to GCSE level.
Personal Qualities	<ul style="list-style-type: none"> • Desire to play a key role in the shaping of the SENCOs vision for the school • A firm approach to discipline, and good classroom management skills • An ability to work within and motivate a team • An ability to generate enthusiasm for learning • An ability to remain positive in times of difficulty • Calm, patient, creative, energetic & enthusiastic • To be committed to the highest standards in all areas of school life (behaviour, academic, enrichment). • A proven team worker with a very strong commitment to collaboration • Outstanding communication and inter-personal skills • Good time management/able to multi task • Highly organised • Able to work under pressure • Willing to contribute to the rich life of the school, including its extra-curricular offer 	<ul style="list-style-type: none"> • In sympathy with the Christian ethos of the Twyford Trust

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB. For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.