



Job Description and Person Specification

Job title	HLTA (Nurture Provision)
School	Parsons Down Partnership of Schools
Salary grade	Grade F
Reports to	Headteacher and Inclusion Manager
Supervises	N/A

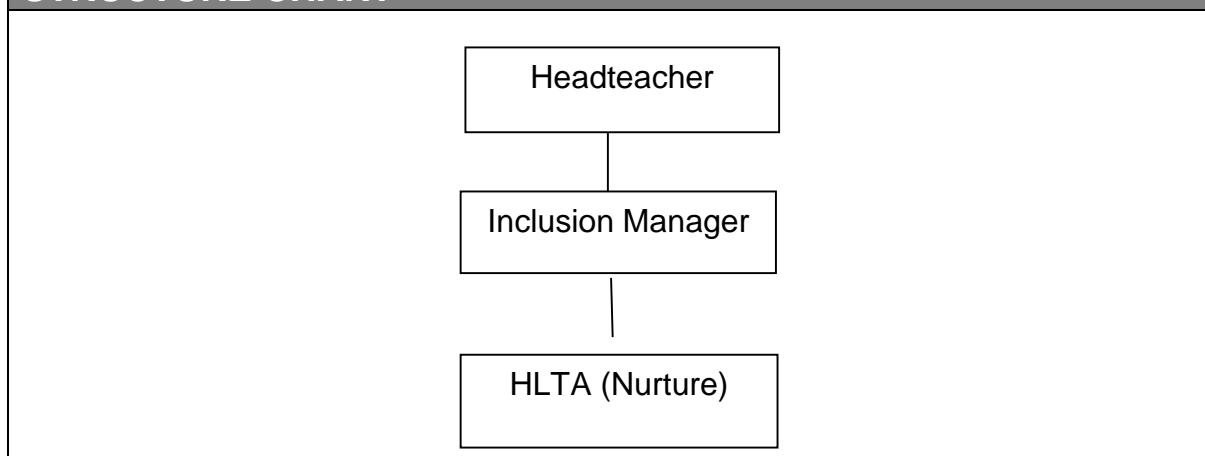
JOB PURPOSE

Core purpose of post:

- To take responsibility for the management and development of a nurture provision to ensure pupils are emotionally ready to learn.
- To plan, prepare and deliver learning activities to individuals, groups or whole classes, as required.
- To assist in meeting the needs of all learners through partnerships with families, teachers and other professionals.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under a system of supervision.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Organise and manage appropriate learning environment and resources to support pupils to be emotionally ready to learn.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish constructive relationships with pupils and interact with them according to individual needs, treating them consistently and with respect.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Plan, prepare and deliver learning activities for individuals, groups or, in the short term, for whole classes, under an agreed system of supervision, adjusting activities according to pupil responses/needs
- Select and prepare resources as necessary to lead learning activities.
- Develop and maintain effective and positive working relationships with parents.
- Establish constructive relationships and communicate with agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from all pupils.
- Develop and implement individual education/behaviour plans and personal care programmes
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Provide feedback to pupils in relation to progress and achievement.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, problems and other matters, ensuring the availability of evidence.
- To be committed to continuous professional development relevant to the post and personal training needs.
- To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies and carry out risk assessments.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

SCOPE (impact on/control of resources, people, money etc)

There is no line management or budget responsibility for this post.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
GCSE grade C in English, Maths and ICT or equivalent	E
Holds or is working towards the HLTA professional standards assessment or equivalent qualification	E
Experience	
Minimum of three years' experience working with children in a school based setting	E
Experience of implementing the national curriculum and other learning programmes or strategies	E
Experience of working with children with special needs	E
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	E
Awareness of and willingness to promote the schools social inclusion policies and practices	E
Skills and abilities	
Ability to communicate competently and effectively, both orally and in writing	E
Ability to make constructive relationships and communicate effectively with children, parents and other staff	E
Ability to work co-operatively and flexibly within a team	E
Ability to motivate and encourage pupils	E
Ability to develop and maintain appropriate boundaries with pupil	E
Competent computer literacy	E
Ability to negotiate and reach agreement	E
Knowledge and understanding of how children learn	E
Experience of monitoring and evaluating impact of sessions/programme	D
Work-related personal qualities	
Suitability to work with children	E
Ability to work on own initiative, under pressure and maintain a high standard of work	E
Actively enjoys working with children and is sympathetic to their needs	E
Professionally discrete and able to respect confidentiality	E
An enthusiasm and commitment for working with children	E
Knowledge and experience of a range of positive behaviour management strategies	E
Other work-related requirements	
Demonstrate a commitment to attend meetings, professional development and, as appropriate, contribute to the policies and procedures of the school	E
Enhanced DBS check with relevant barred list	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	E

