



Specialist Teaching Assistant Apprentice; SEMH (Social, Emotional, Mental Health) with HLTA Qualification

Job Description

Post:	Specialist SEMH Teaching Assistant with HLTA Responsibilities
Reporting To:	Trust Lead for Alternative Provision (AP)

Job Purpose

- In collaboration with the Trust Lead for Alternative Provision and other support staff, the post holder supports, plans, prepares and delivers elements of learning to students on a one-to-one or small group basis, under the guidance of the AP Lead.
- To provide pastoral care to enable access to learning for pupils who have struggled to effectively access the mainstream classroom.
- Work may be carried out in the Alternative Provision classroom, in Wessex Learning Trust Schools or with a pupil in their home, or in the community.

Key Duties and Responsibilities

Support for Pupils with SEMH needs

- Explicitly model, narrate and teach the behaviours required to be successful in school to pupils, understanding that this is their main barrier when in the mainstream.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Work alongside the Lead for AP to support the learning and assessment of individual pupils or small groups as required in collaboration with other AP staff.
- Contribute to the planning, monitoring and SEMH assessment cycle for pupils, providing systematic assessment feedback to AP and School staff, keeping records and liaising over the writing of individual plans as part of AP team.
- Planning and preparing of lesson materials and learning objectives, under the direction of the AP Lead, for individual pupils or small groups.
- Support special projects and develop a specialist area of SEMH expertise in support of learning.
- Provide supervision to maintain order in the unavoidable short-term absence of another member of staff.
- Contribute to developing and delivering pastoral support to pupils through a range of appropriate strategies to reduce barriers to learning and improve accessibility to the curriculum for all.
- Contribute to the development, deployment and evaluation of the effectiveness of AP Outreach services in school.

Support for the AP Lead

- Create and maintain a purposeful, orderly and supportive environment and assist with the display of pupils' work.
- Use strategies to support pupils to achieve learning goals. Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.



- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Support for the Curriculum

- Undertake structured and agreed learning activities, delivering teaching programmes and interventions and adjusting activities according to pupil responses.
- Deliver programmes linked to local and national learning strategies particularly for literacy and numeracy. Recording achievement and progress and feeding back to staff.
- Support the use of Information Communications Technology (ICT), using specific programmes to support learning.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

External visits

- Lead and support learning outside the classroom. Having due regard to Health and Safety, Risk Assessment and learning.
- Drive the minibus to enable pupils to access outdoor learning- full training will be provided.
- Undertake Risk Assessment planning using EEC Live (software for risk assessments).
- Deliver nurture-based intervention packages in Wessex Learning Trust Schools.

Other Responsibilities:

- Support the learning of a group in the unplanned short-term absence of another member of staff, using existing schemes of work and resources. This arrangement will be monitored closely to ensure the best interests of the pupils are being met.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, at lunchtime and on school transport.
- Undertake first aid duties as required with appropriate training.



Additional Duties:

- The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust agreed child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.
- Participating in training and other learning activities and performance development, as required.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	



PERSON SPECIFICATION

Categories	Essential	Desirable
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Qualifications & Experience

Good basic education to GCSE level in literacy and numeracy, or the equivalent	✓	
Experience of working in a school environment	✓	
Experience of working as part of a team	✓	
Experience of organising activities and experiences for children and young people.	✓	
Experience successfully leading on the delivery of whole lessons or elements of a lesson, for individuals or small groups.	✓	
Experience contributing to the planning, monitoring and assessment.	✓	
Experience of applying targets from individual learning plans		✓
Full driving licence and the ability to travel independently to Wessex Learning Trust Schools.	✓	

Abilities, skills and knowledge

Be willing to gain the knowledge of the learning processes and needs of children and young people with SEMH and Behavioural issues	✓	
Commitment to personal CPD, including striving to gain a specialist qualification for working with children and young people who display SEMH needs.	✓	
Child protection/safeguarding	✓	
Knowledge of acceptable behaviours for children of different ages	✓	
Health and safety	✓	
Equal opportunities and inclusion	✓	
Child development, and the impact of trauma on this development.		✓
Understanding of how to support improving behaviour through positive reinforcement and relational practice.	✓	

Personal Qualities

Calm and patient	✓	
Empathetic	✓	
Good organisational and communication skills	✓	
Resourceful, reliable and flexible	✓	
High level of tolerance	✓	
Commitment to maintaining confidentiality at all times	✓	