## JOB DESCRIPTION

**JOB TITLE:** Higher Level Teaching Assistant (HLTA): Careers and Work Experience

**REPORTS TO:** Whole Academy Careers Lead

**SUPERVISES:** N/A

**Band:** 6

**LOCATION:** Dove House Academy

**JOB PURPOSE**

To support whole academy Careers Education, Information, Advice and Guidance across the whole academy, under the direction of the whole academy Careers Lead

To ensure that Year 11 and Post 16 students have meaningful work placements

**PRINCIPLE RESPONSIBILITIES/DUTIES**

*Under the direction of the whole school Careers Lead* *and Post 16 Coordinator:*

* Maintain existing relationships with local employers, training providers and FE Colleges
* Establish new relationships with a broader range of local employers, training providers and FE Colleges
* Attend local CEIAG networking meetings as required
* Support the introduction of Vocational Profiles for all Post 16 students and support teachers to ensure that these are kept updated
* Administrate and support Careers Guidance interviews for all Year 11 pupils and Year 13 students
* Co-ordinate block work experience placements for Year 11 pupils
* Co-ordinate work placements for Post 16 students
* Complete comprehensive risk assessments and relevant documentation for all work placements
* Facilitate initial planning meetings and review meetings
* Provide advice and guidance to employers around how to support students’ communication and regulation
* Set targets with students and assess progress against these
* Undertake weekly work placement monitoring visits and complete associated documentation and support LSA colleagues to complete these visits, using the principles of Job Coaching
* Address and escalate concerns as appropriate, in line with DHA/SAT processes
* Arrange an annual celebration for work experience students, families and employers
* With tutors, arrange visits to local colleges for Year 10 – 13 students prior to their annual EHCP review so that they are prepared to name their preference at the appropriate time
* Arrange an annual ‘Destinations’ event with local colleges, training providers, support services and social care services in attendance
* Support teachers as requested to prepare and deliver CEIAG focused aspects of the curriculum
* Signpost colleagues to CEIAG resources and opportunities and encourage their use across the curriculum
* Support a regular programme of employer encounters and workplace experiences for all students
* Maintain a CEIAG information board and library of resources at the main site and at P16
* Support the collection and presentation of evidence against the Gatsby benchmarks in preparation for the annual Compass+ return
* Complete destinations tracking over a period of 5 years once students leave DHA

**KEY ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
* To actively promote all aspects of Safeguarding including Child Protection, Child Welfare and Health & Safety.
* To maintain awareness of, and commitment to, the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc., the Trust’s Health and Safety policy and all locally agreed safe methods of work.
* To promote and display the Solent Academies Trust Vision, Mission, and Values and at all times.
* At the discretion of the Principal, such other activities as may from time to time be agreed, consistent with the nature of the job described above.
* To work closely with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management. Contribute to the identification of own team development needs

**ADDITIONAL RESPONSIBILITIES & REQUIREMENTS**

* Support the aims, values, vision, mission and ethos of the school/trust and participate in a team approach to all aspects of school life. Attend meetings and training sessions as required. Be involved in extra-curricular activities, e.g. open days, school events.
* Solent Academies Trustis committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).
* Solent Academies Trust is committed to the safety and well-being of all staff and pupils and as such the post holder will need to be aware of health and safety issues and act in accordance with Health and Safety policies.
* Solent Academies Trust is committed to the implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities.
* This list is not exhaustive, and other duties may be required as part of the role, at the discretion of the Principal and commensurate with the grade and level of responsibility.
* Work flexibly across both academy sites: Main site and Post 16

# Person Specification for post of: Higher Level Teaching Assistant

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| **Personal Qualities** | * Adaptable and flexible attitude * Sensitivity and understanding, to help build good relationships with pupils and families * A commitment in achieving the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupils’ well-being and equality * Resilient, positive, and enthusiastic about making a difference * Well-developed interpersonal skills with a sense of humour enabling effective relationships with a variety of different people * Trustworthy, reliable and punctual * Enthusiasm to embrace continuing professional development |
| **Qualifications/ Experience** | * Good standard of general education (GCSE Maths and English, or equivalent) * Excellent ICT skills to support pupils’ learning * Recognised qualification in CEIAG, or willingness to undertake this * Recognised qualification in Job Coaching, or willingness to undertake this * Experience of transition planning and support with pupils and families |
| **Knowledge** | * Good literacy and numeracy skills * Excellent organisational skills with the ability to prioritise own workload * Knowledge of how to assist adapting and delivering support to meet individual needs * Excellent verbal communication skills * Ability to use different strategies to motivate and encourage pupils, providing guidance as necessary * Knowledge of guidance and requirements around safeguarding children * Knowledge of CEIAG and Work Experience in a SEND setting, including Gatsby benchmarking |
| **Skills and Aptitudes** | * A commitment to promoting equal opportunities and meeting individual needs. * Awareness of confidentiality. * Can demonstrate sensitivity, tact and resilience when dealing with challenging circumstances * Ability to build effective working relationships with pupils and adults * Able to manage time effectively. * Ability to be flexible to the needs of the children. * Excellent communication, interpersonal and organisational skills. * Able to deal with challenging situations in a calm manner. * Ability to keep accurate records and to understand and apply rules of confidentiality, only sharing information where appropriate in accordance with school policy. |
| **Training and professional development** | * Willingness to take part in appropriate training and personal and professional development |

Signed Employee………………………………………………………. Date: ……………………….

Signed Manager………………………………………………………… Date: ………………………