Woodlands Community College
Job Description
The Cove HLTA

Post Title	The Cove HLTA
Purpose:	▪ Provide in class support for pupils within The Cove ▪ Plan, deliver and evaluate interventions for pupils within The Cove ▪ Provide cover for The Cove in event of teacher absence
Reporting to:	Lead Practitioner for The Cove
Liaising with:	SENDCo team, The Cove staff, Assistant Headteacher for Inclusion
Working Time:	Full time
Salary/Grade:	Grade 7
Disclosure level:	Enhanced
MAIN DUTIES	
In class support:	▪ Support in lessons with The Cove ▪ Liaise with class teachers and Lead Practitioner around the support required for individual pupils ▪ Provide scaffolding and support in class to enable pupils within The Cove to access learning ▪ Complete trackers for pupils within The Cove
Interventions:	▪ Support class teachers and lead Practitioner for The Cove to identify specific areas of need for individual pupils ▪ Plan and deliver interventions to meet specific need ▪ Ensure interventions are updated on trackers ▪ In liaison with The Cove team; evaluate interventions and plan next steps
Lesson cover:	▪ In the event of teacher absence in The Cove; deliver planned learning and AP sessions to pupils with the support of a PSW ▪ Follow safeguarding procedures regarding registering classes and reporting absent pupils ▪ Issue rewards in line with The Cove policy ▪ Use the behaviour management system to issue consequences in line with The Cove policy
Duties:	▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example ▪ To take responsibility for, and demonstrate commitment to,

	own professional development and to engage in training provided to support the specific provision ▪ To engage actively in the appraisal review process ▪ To undertake any other duty as specified by Head Teacher not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ,, Date: ………………………
(Post Holder)

Signed: …………………………………………………. Date: ………………………
(Line Manager)