



## Higher Level Teaching Assistant with Responsibility for Alternative Provision and Enhanced Learning

Overall Purpose	<p>The Higher Level Teaching Assistant (HLTA) will play a key role within the dedicated support team at John Henry Newman Academy, working collaboratively to provide high-quality, tailored educational support to pupils within alternative and enhanced provision settings. The primary focus of this role is to plan, implement, and evaluate individualised learning programmes that promote pupils’ academic, social, and emotional development. Through close collaboration with teaching staff, parents, and external agencies, the HLTA will ensure a holistic approach to pupil support, fostering an inclusive and nurturing environment that enables each child to thrive and achieve their full potential.</p>
About You	<ul style="list-style-type: none"> <li>• <b>Qualifications:</b> Level 3 qualification or equivalent in supporting teaching and learning, with experience in a similar role.</li> <li>• <b>Skills:</b> Strong communication, organisational, and interpersonal skills. Ability to engage and support pupils with diverse needs.</li> <li>• <b>Experience:</b> Experience working with pupils with additional needs and managing challenging behaviour effectively.</li> </ul>
Responsible to	<p><b>Assistant Headteacher Inclusion</b></p>
General Professional Duties and Responsibilities	<p><b>Alternative and Enhanced Provision Planning</b></p> <ul style="list-style-type: none"> <li>• Develop, plan, and implement tailored learning programmes to meet the unique needs of individual pupils, ensuring that the provision is flexible and adaptive. This includes working closely with teaching staff to align with the school's curriculum and address any specific learning or behavioural goals.</li> </ul> <p><b>Assessment and Progress Monitoring</b></p> <ul style="list-style-type: none"> <li>• Conduct regular assessments to monitor and track pupils' academic, social, and emotional progress. Use assessment data to provide targeted support, adjusting learning approaches to ensure each pupil has the opportunity to reach their full potential within a supportive environment.</li> </ul> <p><b>Parent Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Actively engage with parents and carers, fostering a collaborative approach to support each pupil’s development. Provide regular updates on progress, discuss areas for further support, and encourage strategies for learning and development that can also be applied at home.</li> </ul> <p><b>Liaison with Outside Agencies</b></p> <ul style="list-style-type: none"> <li>• Collaborate with external agencies, including educational psychologists, social services, and healthcare professionals, to develop a comprehensive support network for each pupil. Ensure effective communication with these agencies to create well-rounded care plans and interventions.</li> </ul> <p><b>Classroom and Teaching Support</b></p> <ul style="list-style-type: none"> <li>• Support teachers in the delivery of lessons, managing resources, and ensuring a productive classroom environment. Provide additional assistance to pupils requiring extra help, either through one-on-one support or small group work, reinforcing lesson content and helping them stay engaged in their learning.</li> </ul>

	<p><b>Delivery of Social and Emotional Curriculum</b></p> <ul style="list-style-type: none"> <li>• Lead sessions focused on social and emotional learning to support pupils in building resilience, self-confidence, and positive relationships with others. Address social and emotional challenges, guiding pupils in managing their behaviour and fostering a sense of well-being and belonging within the school community.</li> </ul> <p><b>Recording and Reporting</b></p> <ul style="list-style-type: none"> <li>• Maintain detailed, accurate records of pupil progress, behaviour, and attendance, following school guidelines. Regularly report on these areas to the wider teaching team, using records to inform future planning and support the development of each pupil.</li> </ul> <p><b>Providing Feedback and Encouragement</b></p> <ul style="list-style-type: none"> <li>• Offer constructive, personalised feedback to pupils, helping them understand their strengths and areas for improvement. Recognise and celebrate successes, both large and small, to boost pupils' confidence, motivation, and enthusiasm for learning.</li> <li>• Follow LEARN (whole school behaviour guidance)</li> </ul>
Safeguarding	<p>John Henry Newman Academy is committed to safeguarding and promoting the welfare of all children and young people, and we expect all staff and volunteers to share this commitment. The successful candidate will be required to:</p> <ul style="list-style-type: none"> <li>• Undertake an Enhanced Disclosure and Barring Service (DBS) check</li> <li>• Provide satisfactory references and proof of qualifications.</li> <li>• Be prepared to adhere to and uphold our safeguarding policies and practices, ensuring the safety, well-being, and protection of pupils at all times.</li> </ul>
Whole-school responsibilities	<ul style="list-style-type: none"> <li>• Willingness to undertake assigned duties as needed to support pupils and the team effectively.</li> <li>• Commitment to participating in relevant training to continuously develop skills and meet the demands of the role.</li> <li>• Availability to attend Inset days and other essential training or staff development days as required</li> <li>• Adherence to the academy's policies, including safeguarding and professional standards</li> </ul>