

 **SEMH Base HLTA**

**Job Description**

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| **Post Title** | **SEMH Base HLTA** |
| **Purpose** | To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervisionTo understand the role and to value families and carers as partners in supporting their children to achieve positive outcomesTo work in the designated SEMH Base, supporting pupils with SEND under the direction of the SENDCo and teaching staffTo take responsibility for promoting and safeguarding the welfare of children and young people within the schoolTo work in accordance with the school’s vision and values |
| **Key Tasks** |
| **Planning, Teaching and Classroom Management** | * To support the Academy’s environment to ensure it offers appropriate trauma-informed supportive spaces
* To deliver high quality specialist teaching assistant support
* To support the planning and delivery of an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs
* To promote and develop inclusive practice to improve the achievements of pupils with SEMH needs
* To provide an appropriate learning environment which develops and nurtures social and emotional aspects of learning
* To support the identification of clear teaching objectives and support teaching and assessment
* To support individual pupil needs with a range of specialist teaching and learning strategies
* To contribute to the continual reviewing of SEND Plans, Behaviour Plans, EHC Plans etc
* To maintain discipline in accordance with the Base’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
* To evaluate own practice critically to improve effectiveness
* To take account of pupils’ needs by providing structured personalised learning
* To provide opportunities which develop all areas of learning
* To support the SENDCo and teaching staff in ensuring the transition process within, into and between schools is well managed
* To maintain and develop resources available to the provision
* To establish positive relationships, encourage good working practises and collaborate with all staff in the SEMH base provision
* To lead the teaching and learning of the group, as required
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| **Monitoring, Assessment, Reporting and Recording** | * Support the monitoring of pupils’ work and set targets for progress
* Collaborate in the assessment of pupils’ progress
* Undertake assessments of pupils
* Communicate with parents/carers
* Devise and apply criteria for evaluating success with pupils who experience SEMH needs which impact upon their learning and enable them to access the curriculum
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| **Curriculum** **Professional Development** | * To have knowledge and understanding of the National Curriculum and the SEND Code of Practice and the implications for children with additional needs
* To support the development and manage an appropriate, creative and accessible curriculum
* To contribute as a member of our wider SEND team
* To offer guidance and support to staff in developing the provision for SEND
* To play a full part in the life of the school community and support its ethos, values and aims
* To attend identified training appropriate to the role
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| **Reporting to** | **SENCO Mrs Jen Brownsell** |
| **Working Time** | **Full-time 37hrs (term-time only) + 2 PD Days** |
| **Salary/Grade** | **Grade G Point 12-15 (£26,421 - £27,803)** |
| **Disclosure Level** | **Enhanced** |
| **Other Specific Duties** | To visit other school settings, plan and deliver outreach support to pupils with SEMH needs, their families and staffTo adopt a multi-agency approach to supporting pupils and their families with their SEMH and learning needs, creating and attending multi-partnership meetingsTo work in partnership with the Local AuthorityTo contribute to the wider life of the school and engage in all areas of staff developmentTo contribute to the inclusive work of Green Lane, offering advice and guidance |

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.