

**ROYAL BOROUGH OF GREENWICH
JOB DESCRIPTION**

DEPARTMENT: NEWHAVEN SCHOOL
GRADE: APT&C SCALE 5
POST DESIGNATION (TITLE): HLTA OUTREACH WORKER

Purpose of Job:

To deliver support for students held within the Outreach provision.

Liaising closely with the head of Outreach, the Outreach Teacher and key staff, a successful candidate would be required to monitor, assess, record and report on students' achievements, progress and development.

This role will involve developing, preparing and delivering programmes of support including learning activities for individuals, Social Communication activities and Independent Living Skills activities.

Support for Outreach staff

- Creating, organising and managing appropriate resources, such as visual timetables, social stories and lesson plans
- Liaising closely with the head of outreach and other key staff in the development of programmes to support the student's identified Learning and Achievement and Enjoyment objectives
- Planning scaffolded and differentiated teaching and learning objectives that are both responsive to the student's needs and provides adequate level of challenge
- Evaluating and adjusting activities in response to a student's needs, as appropriate
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Recording progress and achievement in lessons/activities systematically and providing evidence of the range and level of progress and attainment
- Working within the established behaviour policy to anticipate and manage behaviour constructively, developing emotional regulation and independence
- Administering and assessing/marking tests and invigilating exams/tests.

Support for the Students

- Organising and managing a range of diagnosis specific focussed intervention programmes to support the development of individual need
- Liaising with parents/carers/professionals on a regular basis to inform them of their child's progress and any issues that arise
- Assessing the needs of students and using detailed knowledge and specialist skills to support student's learning
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning
- Supporting students consistently, whilst recognising and responding to their individual needs
- When applicable, supporting students using trauma informed best practices
- Encouraging students to interact and work co-operatively with other professionals
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance
- Providing feedback to students in relation to progress and achievement
- Supporting students to be highly ambitious when thinking about their aspirations, both at this stage of their education and beyond.

Generally

- Delivering learning activities to students within agreed systems of supervision, adjusting activities according to student responses/needs
- Contributing to the overall ethos/work/aims of Newhaven
- Selecting and preparing resources necessary to lead learning activities, taking account of students' interests, language and cultural background
- Covering for absent colleagues within Outreach, as required
- Attend whole school CPD and meetings as required
- Maintain confidentiality and respect the privacy of children, parents and staff
- Help maintain health and safety for all by following published advice and guidelines
- Being aware of and supporting difference, ensuring all students have equal access to opportunities to learn and develop
- Assist with any other duties of a similar level of responsibility, as required by line management
- To ensure that all students are safeguarded in line with the school Child protection and other relevant policies.

Designation of the Post to which the Post-Holder normally reports to: *Head of Outreach*

[Amendments may be made to this job description following consultation between the Headteacher and the Post holder if the needs of the School change. Staff are appointed to Newhaven as a whole and may be required to transfer across sites as service demand necessitates.]

**ROYAL BOROUGH OF GREENWICH
PERSON SPECIFICATION**

DEPARTMENT: NEWHAVEN SCHOOL
POST DESIGNATION (TITLE): HLTA WITH RESPONSIBILITY FOR INTERVENTIONS TO SUPPORT EMOTIONAL REGULATION AND BEHAVIOUR
GRADE: APT&C Scale 5

	Assessment Method A=Application Form I=Interview	Shortlisting Criteria E Essential D desired
EXPERIENCE /SKILLS /ABILITIES		
Relevant experience and skills satisfactorily demonstrated in a similar working environment, either currently or recently.	A/I	D
Relevant experience and skills satisfactorily demonstrated in an educational setting, either currently or recently.	A/I	E
Relevant qualifications, as detailed below, including good communication skills and the ability to effectively use ICT systems.	A/I	E
Have experience of working with external agencies and liaising effectively with key stakeholders .	A/I	D
Experience of organising and managing a caseload of students with complex needs	A/I	E
Experience of delivering results and meeting targets in a fast paced environment to deadline	A/I	D
A full commitment to working holistically with challenging young people, understanding the principles of child development and learning processes	A/I	E
Commitment, knowledge and experience of working with young people with a range of neurodiverse, physical and psychological health needs	A/I	E
Knowledge of, and ability, to use a range of strategies to deal behaviour that challenges in the context of SEND.	A/I	E
A commitment to CPD in order to provide effective, responsive and bespoke support based upon the student's individual needs.	A/I	E
An ability to establish and maintain good relations colleagues and other professionals, and to contribute to effective team working.	A/I	E
An ability to establish and maintain positive, appropriate and boundaried relations with students and their parents/carers in order to contribute to effective collaborative working.	A/I	E
Ability to carry out and report on systematic observations of students' knowledge, understanding and skills	I	E
A clear understanding of confidentiality issues and sound judgment.	A/I	E

Experience of working independently, preferably on a 1-1 basis with students and having an awareness of the ramifications of lone working	A/I	D
An appreciation of line management structures and operating procedures.	I	E
A clear understanding of health and safety issues and responsibilities.	A/I	E
KNOWLEDGE/ EDUCATION		
GCSE English and Maths or equivalent language reading, comprehension and numeracy to Level 2 standard.	A/I	E
Training and ideally qualifications in a range of neurodiverse, physical and psychological health based systems and interventions.	A/I	D
Ability to keep detailed, accurate and up to date records	A	E
Commitment to the highest standards of child protection	A/I	E
A desire and willingness to take on and apply relevant training programmes, as negotiated with the Head of Outreach.	A/I	E
Understanding and commitment to equality of opportunity and the active promotion of equity for all students and colleagues.	I	E

Please note that all elements included are essential. Those items marked 'A' should be particularly addressed in your application.

Newhaven is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. The successful applicant will require an enhanced DBS check.