

JOB TITLE: HLTA/Pastoral Lead

The HLTA will play a key role as Pastoral Lead, supporting the work of the Senior Team in regard to pastoral care, including, punctuality, attendance, mental well-being and the development of social skills. They will also take a key role in the safeguarding of pupils. They HLTA will also complete teaching and learning responsibilities and work with whole classes, groups or individuals.

Responsible to the Headteacher and Deputy Headteacher

Safeguarding

Work with the DSL and DDSL to implement actions relating to safeguarding concerns and matters.

Be willing to train as a DDSL and carry out the responsibilities linked with this role.

Be able to follow policies and procedures rigorously and keep detailed records.

Supporting children and families

- Work with the administrative and senior team to manage attendance problems and work with children, agencies and families to find solutions.
- Work at the direction of the TAC Lead also with external agencies to provide support in the best interests of the child, which may involve time bound action plans and a requirement to keep accurate records
- Work at the direction of the TAC Lead to signpost families, building good relationships with families and carers to support the child's well-being.
- Provide pastoral and emotional support for identified pupils through targeted interventions on a 1:1 basis and lead Nurture groups for pupils across school.
- Be available and visible during the school day, particularly first thing in the morning and be a contact for parents and carers.
- Support child and staff including lunchtimes if required
- Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish a productive working relationship with pupils, acting as a role model and setting high expectations and implementing IEPs.
- Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognizing and responding to individual needs. Encourage pupils to interact and work co-operatively with other and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, such as providing feedback to pupils in relation to progress and achievement.

Support for teachers

- Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the classteacher.
- Monitor and evaluate pupil responses to learning activities through a range of strategies against pre-determined learning objectives. Provide accurate feedback to the classteacher.
- Work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To produce lesson plans etc. and administer and assess/mark tests and invigilate tests.

Support for the curriculum

- Be involved in whole school development, working alongside staff to improve provision either through a subject or whole school focus.
- Deliver learning activities to pupils, adjusting activities according to pupils needs and develop pupil skills.

- Prepare resources to support learning taking account of pupil interests and cultural backgrounds.
- Use IT effectively

Admissions and Transition

- To support the transition of vulnerable pupils, particularly from Nursery to Reception and Year 6 to Year 7.

General

- Participate in meetings involving staff, families and/or pupils as well as external agencies.
- Participate in training as required
- Ensure all appropriate information and communications are disseminated to appropriate staff in order to ensure a cohesive approach to individual pupils, be it for mental health, attendance, and or behaviour.
- Proactively liaise with the senior team with particular reference to vulnerable children and be willing to complete referrals to external agencies under the guidance and agreement of the Headteacher and Deputy Headteacher and families. Meet regularly with senior staff to report on progress.
- Recognise own strengths and area of expertise and use these to advise colleagues.
- Complete any further work as directed by the Headteacher.