



Job Description

Date: January 2020

Post: Hub HLTA and Pastoral Support Assistant

Responsible to: Deputy Head BfL/Inclusion

Pay: Band D point C12 – C15

37 hours x 46.8 weeks (38 term time + 6.8 annual leave/bank holidays & training days & long service)

General Principles:

- To carry out the functions of a teacher in accordance with its stated aims and objectives.
- To be committed to safeguarding and promoting the welfare of our young people.
- To carry out all the duties and responsibilities of a teacher as laid out in the most up to date STPCD and the Burgundy book.

Principal Duties and Responsibilities:

Hub Duties

- Teaching according to the educational needs, abilities and achievements of the individual students, specifically literacy and numeracy
- Assigning work, correcting and marking work carried out by students, giving appropriate feedback and next steps
- Planning, preparing & delivering lessons to all students within the Hub group with a particular focus on:
 - Individual programmes of support for children to develop their literacy, numeracy and emotional literacy, including:
 - ✓ Awareness of own and other people's emotions
 - ✓ Development of an increased range of emotional vocabulary
 - ✓ Management of stress, grief, anger and conflict
 - ✓ Development of social interaction skills including the ability to initiate and maintain friendships
 - ✓ Promotion of a realistic self-concept and good self-esteem
 - ✓ Arranging seating plans taking into consideration the personalities and needs of the group
 - ✓ Deliver ASDAN Course as identified
- Maintaining good order and discipline amongst students and safeguarding their health & safety at all times
- Assessing, recording and reporting on the development, progress, attainment and behaviour of students in the Hub and on the SEND register
- Providing, contributing to oral and written assessments, reports and references relating to individual students or groups of students in the Hub and on the SEND register
- Participating in arrangements for students appraisals in the Hub and on the SEND register
- Promoting the general progress and well-being of individual students and groups of students in the Hub and on the SEND register



- Extending and adapting tasks/ activities to ensure engagement and progression
- Preparation of Statutory paperwork for SENCO/Statutory reviews
- Co-ordination of Hub interventions delivered by other staff
- Providing guidance and advice to students on educational, social matters, further education and future careers for students in the Hub and on the SEND register
- Communicating, consulting and co-operating with other members of the school staff and parents/ guardians to ensure the best interest of students in the Hub and on the SEND register
- Reviewing and evaluating one's own teaching and learning strategies
- Ensure high standards of professional practice, through effective dialogue and participating in reciprocal peer review
- Registering & monitoring the attendance under ones care of students in the Hub and on the SEND register
- Keeping up to date files for students and logging all information on SIMs of students in the Hub and on the SEND register.
- Delivery of CPD to staff, parents and all other stakeholders as required

Pastoral Support Assistant

- Deal with conflict incident and BfL outside the classroom
- Manage and mentor students displaying socially unacceptable BfL
- Deliver effective interventions for children and families
- Work in partnership with external agencies
- Liaise with EWO and DSL
- Deal with issues relating to BfL and liaise with parents as directed by HoY and SLT
- Prepare reports regarding students BfL and progress as directed.

These duties will be varied at the discretion of the Head teacher/ Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

SignedDate

SignedDate