

Job Description

Higher Level Teaching Assistant SEMH

School: Alphington Primary School
Salary Grade: F
Title: Higher Level Teaching Assistant SEMH
Responsible to: Headteacher
Hours: 32.5 hours per week, 39 weeks per year (term time)

Main purpose of the job

The SEMH HLTA will lead the delivery of an innovative curriculum designed to support children with social, emotional, and mental health (SEMH) needs. This role focuses on fostering positive relationships, enabling children to achieve their full potential, and preparing them for successful reintegration into their home schools.

As part of a new alternative provision, you will develop creative and inclusive approaches to teaching while promoting a culture of support and high aspiration.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

Duties and responsibilities:

Curriculum Delivery and Planning

- Design and implement a creative and engaging curriculum tailored to the unique needs of SEMH students.
- Adapt lesson plans to support individual learning styles and capabilities.
- Ensure learning activities foster independence, resilience, and self-confidence in students.

Student Support and Relationships

- Build positive relationships with students, emphasizing relational practice to support their social and emotional development.
- Provide a nurturing and inclusive environment that promotes well-being and positive behaviour.
- Help students develop strategies for emotional regulation and social interaction.

Collaboration and Leadership

- Work collaboratively with colleagues and external agencies to provide holistic support for students.
- Lead by example to inspire and motivate colleagues and other stakeholders in supporting SEMH education.
- Engage with the wider leadership team to develop and grow the alternative provision effectively.

Assessment and Reporting

- Monitor, evaluate, and record student progress, using assessments to inform future planning.
- Communicate effectively with parents, carers, and other professionals regarding student progress and well-being.

Professional Development and Safeguarding

- Participate in professional development opportunities to enhance skills in SEMH teaching practices.
- Uphold the school's safeguarding policies, ensuring the safety and welfare of all children.
- Fulfil the spoken aspects of the role with fluency and confidence in English.

Optional: Management Duties

To supervise and manage a team of teaching assistants ensuring the highest standards of teaching support are maintained within the school. Supervisory and management duties will include:-

- providing advice and guidance to promote improvements in current practice;
 - providing induction and job familiarisation training for new staff;
 - undertaking appraisals and training needs analyses with teaching assistants to ensure continued self-development of staff and updated skills;
 - liaising with teachers and co-ordinators with regard to devising appropriate work programmes for Teaching Assistants.
- To act as a mentor to teaching assistants in the development of teaching support skills and to transfer specialist expertise and skills.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

HLTA SEMH Person Specification

Essential	Assessed through
Good English and Maths Skills (GCSE Grade C equivalents or above)	Application
Level 4 HLTA Qualification	Application
Strong knowledge of the National Curriculum	Application/interview
Good whole class behaviour management techniques	Application/interview
Good understanding of child development, learning and special educational needs	Application/interview
Ability to form positive relationships with children with social, emotional and mental health needs	Application
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good ICT skills	Application/references
Prior experience of working in a school setting,	Application/References/Interview
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
A genuine love of teaching and rapport with children	Interview
Commitment to further professional development and learning	Application/references
A sense of humour	References/interview
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
Desirable	Assessed through
Evidence of a willingness to contribute to extra-curricular and enrichment programme	Application/references/interview

Teaching qualification	Application
Understanding of relevant policies/codes of practice and awareness of relevant legislation	References/interview