



# St. Cuthbert's

Roman Catholic High School

## Inclusion Centre HLTA

<b>Job Title:</b>	<b>Inclusion HLTA</b>
<b>Grade:</b>	Grade 6 SCP 19-24
<b>Responsible to:</b>	SENDCO
<b>Hours</b>	37 hours per week, term time only plus one week
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>To work as part of the Inclusion Centre Team, contributing to planning, CPD, policies and strategies.</li> <li>To supervise classes as required.</li> <li>Delivering bespoke SEND interventions with individuals and groups as timetabled.</li> <li>To be key worker for identified students which includes mentoring and home-school liaison.</li> <li>Supporting learners and teachers with the additional learning needs of identified students.</li> <li>Producing learning resources as required.</li> <li>To be on duty as directed.</li> <li>Contribute to the reintegration plans and process for students back into mainstream.</li> <li>Any reasonable task or responsibility issued by the Headteacher</li> </ul>
<b>Additional</b>	<p>All staff at St Cuthbert's are expected to:</p> <ul style="list-style-type: none"> <li>Ensure all children are kept safe at all times and Safeguarding procedures are applied.</li> <li>Support the school values and ethos.</li> <li>Strive to improve the life chances of all students.</li> <li>To attend specified out of hours events as required.</li> <li>Conduct home visits as required.</li> <li>Undertake any reasonable task or responsibility issued by the Headteacher.</li> </ul>

HLTA Person Specification		
Essential	Desirable	How identified
<u>Qualifications &amp; Experience</u> <ul style="list-style-type: none"> <li>GCSE English &amp; Maths at Level 2 or above</li> <li>Previous experience of working in a school</li> <li>A relevant Level 3 qualification</li> <li>Knowledge of current SEND practice and legislation.</li> </ul>	<u>Qualifications &amp; Experience</u> <ul style="list-style-type: none"> <li>Additional Level 3 qualifications</li> <li>Previous experience of working in a Secondary school</li> <li>A degree</li> <li>Experience of working with other agencies</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>



# St. Cuthbert's

Roman Catholic High School

	<ul style="list-style-type: none"> <li>• Experience of working with challenging students</li> </ul>	
<u>Personal skills / characteristics</u> <ul style="list-style-type: none"> <li>• Emotional resilience</li> <li>• Organised</li> <li>• Be a team player</li> <li>• Good communication skills</li> <li>• Cope well under pressure</li> <li>• Flexible approach</li> <li>• High expectations of self and others</li> <li>• To meet deadlines</li> <li>• To be able to build relationships with all stakeholders</li> <li>• Good ICT skills</li> </ul>	<u>Personal skills / characteristics</u> <ul style="list-style-type: none"> <li>• A sense of humour</li> <li>• Good understanding of academic data</li> <li>• Willingness to engage in CPD</li> </ul>	Application form Interview References
<u>Other attributes / requirements</u> <ul style="list-style-type: none"> <li>• Good attendance record</li> <li>• Ability to be mobile during the working day</li> </ul>	<u>Other attributes / requirements</u> <ul style="list-style-type: none"> <li>• Ability / willingness to drive or work off site as required e.g. home visits</li> </ul>	Interview References