



Post Title	Learning Leader (HLTA)	Reports to	Headteacher
Hours per week	Full time	Weeks per year	Term time
Contract type	Permanent	Salary	£19,477 - £22,627

Job Description
<p>School Overview</p> <p>The Lion Works School is an Independent special school. We are part of an ethical and progressive organisation that believes it can achieve real change for children, young people and their families.</p> <p>The Lion Works School is situated within the BCP local authority. We offer an academic and vocational specialist learning provision across KS3, KS4 and Post 16 aiming to reduce barriers to enable successful learning experiences and outcomes. There are a variety of routes a student can take, which include GCSEs, BTECs and other accredited qualifications whilst building confidence, improving wellbeing, enabling self-regulation and increasing attendance. Our school is full of life and has a wealth of resources to spark interest and ignite that passion to achieve, equipping our students for everyday life and the opportunities that await them.</p>
<p>Purpose of the Role</p> <p>We are seeking a Higher-Level Teaching Assistant to join our team. You will be supporting professionals across the curriculum, covering lessons for PPA cover or delivering 1:1 or group interventions.</p>
<p>Key Accountabilities & Duties</p> <p>As Learning Leader, you will:</p> <ul style="list-style-type: none"> • Plan, prepare and deliver learning to individuals, small groups and/or classes • Modify and adapt activities to advance students' learning as necessary within agreed systems of supervision • Contribute to high quality learning experiences using a variety of teaching and supporting methods • Supporting students' learning in lessons including resourcing and implementing differentiation • Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge students' learning • Provide academic and pastoral support to students in accordance with agreed procedures • Create an outstanding student experience which leads to progression <p>As a member of staff, you will:</p> <ul style="list-style-type: none"> • Ensure that your practice and conduct is consistently of a high standard • Manage student issues within agreed protocols • Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher

- Participate in the school's appraisal and supervision process and to undertake any training that may be appropriate
- Support and promote our school ethos and approach
- Take appropriate responsibility to ensure the health and safety of self and others
- Adhere to the Staff Handbook and Code of Conduct
- Pursue the achievement and integration of equal opportunities throughout all The Lion Works School's activities
- Uphold our safeguarding culture of vigilance at all times, ensuring the safeguarding of students is always of paramount importance and follow the school's safeguarding and child protection policy.

Duties falling within the scope of designated contact hours:

- Leading the learning in scheduled lessons
- Covering lessons in the event of teacher absence
- Leading 1:1 and group interventions
- Supporting the learning across the whole school
- Supporting activities relating to employability, work experience and volunteering
- Marking of students' work and of internal examinations and assessments
- Invigilating exams
- Supervising students' break and lunchtimes, including leading activities
- Supporting enrichment activities, including trips and visits
- Completing general administration relevant to the role, including paperwork in relation to student disciplinary matters, student profile and progress updates
- Contributing to the reports written for both parents and local authorities, including providing timely feedback to the SENDCo for Annual Review meetings.
- Attending staff development events and weekly staff meetings
- Undertaking and meeting any relevant CPD requirements
- Liaising with our therapy team and other specialists to ensure enhanced provision is in place at all times
- Liaising with parents/carers

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD)• Knowledge and understanding of Special Educational Needs and Disabilities• Knowledge of secondary school curriculum and processes• Knowledge of strategies that support students' positive behaviour	<ul style="list-style-type: none">• Delivering lessons to whole classes, following a lesson plan• Knowledge of assessment practices
Experience	<ul style="list-style-type: none">• Experience of working with autistic children, young people or adults• Experience of working with children, young people or adults who have additional needs• Experience of working as a Teaching Assistant	<ul style="list-style-type: none">• Experience of specialist settings• Experience of small class support and teaching
Skills	<ul style="list-style-type: none">• Ability to deliver engaging lessons• Ability to work well with others and independently• Attention to detail• Flexibility and openness to change• Excellent communication skills• Good written skills	<ul style="list-style-type: none">• Ability to build effective relationships with parents/carers and other professionals
Personal attributes	<ul style="list-style-type: none">• Sensitive and understanding• Trustworthy• Punctual and reliable• Resilient	<ul style="list-style-type: none">• Good sense of humour and a team spirit!

	<ul style="list-style-type: none"> • Confidence • Proactive and innovative • Ability to problem solve 	
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths at Level 4 (Grade C) or above • HLTA status or the willingness to undertake this assessment 	<ul style="list-style-type: none"> • Food Hygiene Certificate • Paediatric or other First Aid qualifications • Completion of Teaching Assistant qualification • Honours undergraduate degree
Other requirements		<ul style="list-style-type: none"> • Full driving license

Further Information

This Job Description and Person Specification are current as of September 2024. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.