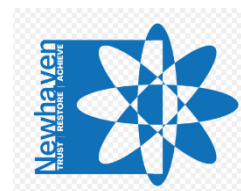


**ROYAL BOROUGH OF GREENWICH  
JOB DESCRIPTION**



**DEPARTMENT:** NEWHAVEN SCHOOL  
**POST DESIGNATION (TITLE):** HLTA-NEST  
**GRADE & SALARY:** APT&C Scale 5 point 12

**Our Vision-Trust, Restore, Achieve**

Newhaven School works hard to be a caring, trauma informed community where young people are kept safe, supported as individuals, taught the skills they need and challenged to become successful adults with dreams to realise.

Purpose of Job:

To build and maintain productive relationships with all pupils, acting as a role model and mentor. Recording, reporting and celebrating students' achievements, progress and development. To work as part of a team to develop and deliver targeted support for students to access learning. This may involve (depending on campus)

- developing, preparing and delivering programmes of support including learning and well-being activities for individuals and groups
- working alongside SLT and the Pastoral team to provide "on call" support to help students regulate and access learning
- Support the reintegration of disaffected pupils and those who have been absent for sustained periods of time

Support for the staff and school

- Organising and managing an appropriate learning environment and resources
- Liaising closely with the pastoral manager and other key staff in the development of programmes to promote inclusion in the school
- Planning and delivering teaching and learning objectives to individuals or groups, and evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating student responses to learning activities, academic and independence-based, through a range of assessment and monitoring strategies against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Recording progress and achievement in lessons/activities systematically and providing evidence of the range and level of progress and attainment
- Working within the established relationships policy to anticipate and manage behaviour and student well-being constructively, developing emotional regulation and independence

Support for the Students

- Organising and managing a range of ASD, ADHD and mental health focussed intervention programmes to support the development of individual need.
- Liaising with parents/carers on a regular basis to inform them of their child's progress and any issues that arise

- Assessing the needs of students and using detailed knowledge and specialist skills to support student's learning
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning
- Promoting the inclusion of all students in the classroom
- Supporting students consistently, whilst recognising and responding to their individual needs
- Encouraging students to interact and work co-operatively with others
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance
- Providing feedback to students in relation to progress and achievement.
- Actively safeguarding vulnerable students

#### Generally

- Delivering learning activities to students within agreed systems of supervision, adjusting activities according to student responses/needs
- Contributing to the overall ethos/work/aims of the School
- Selecting and preparing resources necessary to lead learning activities, taking account of students' interests, language and cultural background
- Covering for absent colleagues within the department as required
- Attend whole school CPD as required
- Maintain confidentiality and respect the privacy of children, parents and staff whilst ensuring any child protection or safeguarding concerns are passed on in a timely manner
- Help maintain health and safety for all by following published advice and guidelines
- Being aware of and supporting difference, ensuring all students have equal access to opportunities to learn and develop
- Maintain a high level of professionalism and consistency
- Assist with any other duties of a similar level of responsibility, as required by line management
- To ensure that all students are safeguarded in line with the school Child protection and other relevant policies.

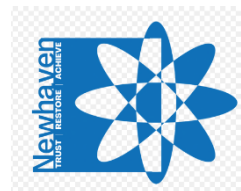
Designation of the Post to which the Post-Holder normally reports to: *Head of NEST & SLT*

*Newhaven is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments will be subject to a satisfactory Enhanced with Barred List check through the Disclosure & Barring Service (DBS) plus additional pre-employment checks.*

*Newhaven is committed to the journey to decolonising our school by becoming deeply reflective about our systems, processes and decisions, by sharing our lived experiences in a genuine way that means we have a much better understanding of each other and by developing our staff so that all have equity of opportunity.*

*[Amendments may be made to this job description following consultation between the Headteacher and the Post holder if the needs of the School change. Staff are appointed to Newhaven as a whole and may be required to transfer across sites as service demand necessitates.]*

**ROYAL BOROUGH OF GREENWICH  
PERSON SPECIFICATION**



**DEPARTMENT:** NEWHAVEN SCHOOL  
**POST DESIGNATION (TITLE):** HLTA-NEST

	Assessment Method A=Application Form I=Interview	Shortlisting Criteria E Essential D desired
<b>EXPERIENCE /SKILLS /ABILITIES</b>		
Relevant experience and skills satisfactorily demonstrated in a similar working environment, either currently or recently.	<b>A/I</b>	<b>E</b>
Relevant qualifications, as detailed below, including good communication skills and the ability to effectively use ICT systems.	<b>A/I</b>	<b>E</b>
Have experience of working with external agencies and liaising effectively with key stakeholders .	<b>A/I</b>	<b>D</b>
Experience of organising and managing a caseload of students with complex needs	<b>A/I</b>	<b>D</b>
Experience of delivering results and meeting targets in a fast paced environment to deadline	<b>A/I</b>	<b>E</b>
A full commitment to working holistically with challenging young people, understanding the principles of child development and learning processes in a range of settings.	<b>A/I</b>	<b>E</b>
Commitment, knowledge and experience of working with young people with ASD and severe mental health needs.	<b>A/I</b>	<b>E</b>
Knowledge of, and ability, to use a range of strategies to deal with challenging behaviour in the context of SEND.	<b>A/I</b>	<b>E</b>
An ability to establish and maintain good relations with students, colleagues and other professionals, and to contribute to effective team working.	<b>A/I</b>	<b>E</b>
Ability to carry out and report on systematic observations of students'' knowledge, understanding and skills	<b>A/I</b>	<b>E</b>
Ability to assist in classroom support, or administrative tasks, if not needed for cover.	<b>A/I</b>	<b>E</b>
A clear understanding of confidentiality issues and sound judgement.	<b>I</b>	<b>E</b>
An appreciation of line management structures and operating procedures.	<b>A/I</b>	<b>E</b>
A clear understanding of health and safety issues and responsibilities.	<b>I</b>	<b>E</b>

<b>KNOWLEDGE/ EDUCATION</b>		
GCSE English and Maths or equivalent language reading, comprehension and numeracy to Level 2 standard.	<b>A/I</b>	<b>E</b>
Training and ideally qualifications in a range of Autism based systems and interventions.	<b>A/I</b>	<b>D</b>
Ability to keep detailed, accurate and up to date records	<b>A</b>	<b>E</b>
Commitment to the highest standards of child protection	<b>A/I</b>	<b>E</b>
A desire and willingness to take on and apply relevant training programmes as negotiated with the Head of Campus.	<b>A/I</b>	<b>E</b>
Understanding and commitment to equality of opportunity	<b>I</b>	<b>E</b>

**Please note that all elements included are essential. Those items marked 'A' should be particularly addressed in your application.**

*Newhaven is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. The successful applicant will require an enhanced DBS check.*