

Job description

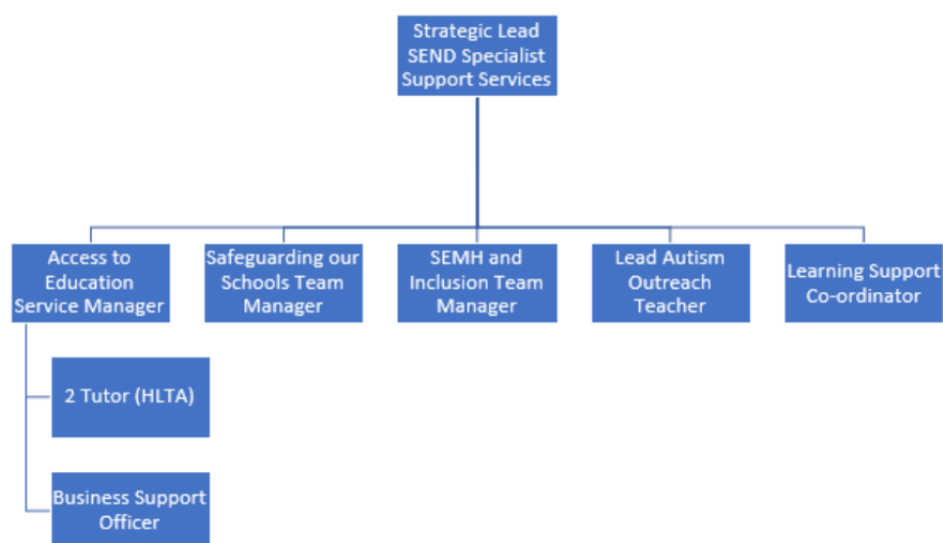
Job title:	Access to Education HLTA		
Directorate:	People	Salary:	FTE £31,015 - £36,581 plus £753 London Weighting TTO for 39 weeks: £26,589 - £31,361 plus £645 London Weighting
Section:	Education and Learning	Grade:	BG-H SCP 15-24
Location:	Access to Education Team Braccan Walk Youth Hub	Work style:	Fixed

Key objectives of the role

To support the delivery of high-quality education for children and young people who are unable to attend school due to medical needs, mental health difficulties or other exceptional circumstances, including through targeted tuition, blended learning, assistive technology and planned reintegration into full-time education settings.

To contribute to the effective delivery of the Access to Education service by providing administrative, operational and coordination support, including accurate record keeping, communication with schools, families and professionals, support for Section 19 processes, and wider service logistics.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. Educational Tuition and Support - 70%

- Deliver blended learning packages as part of a graduated approach to supporting children and young people with medical needs, using a combination of 1:1 tuition, remote learning and school-based engagement to support gradual reintegration into education
- Plan, prepare and deliver engaging lessons that can be adapted to meet individual learning needs.
- Assess pupils' starting points, monitor progress and use assessment information to plan next steps in learning.
- Provide a broad and balanced curriculum in line with the National Curriculum and individual education plans, where appropriate.
- Create a positive, supportive and nurturing learning environment that promotes confidence, resilience and motivation to learning.
- Monitor, record and report on pupils' academic progress, attendance, engagement and wellbeing, maintaining accurate and timely records.
- Liaise with schools to ensure teaching complements pupils' mainstream curriculum and supports continuity of learning.
- Support pupils' successful reintegration into mainstream education or transition to other educational provision where appropriate.
- Participate in multi-agency meetings, contributing information on pupils' educational progress and support needs.
- Maintain effective communication with families, schools, health professionals and other parties involved in supporting pupils.
- Promote safeguarding, inclusion, equality and the wellbeing of all children and young people.
- Maintain confidentiality and comply with GDPR.

2. Administrative and Service Support – 20%

- Pro-actively monitor, receive, process and accurately record sickness notifications from schools in accordance with A2E procedures
- Schedule meetings, reviews and appointments relating to students' part of the A2E service as and when required.
- Respond to enquiries from schools, parents/carers and any other health professionals relating to the wellbeing of A2E Students, escalating issues where appropriate to the Access to Education Manager.
- Support the administration and coordination of Section 19 enquiries and assessments, including gathering information, maintaining accurate records and liaising with schools, families and other professionals throughout the process.
- Monitor, prioritise and respond to enquiries received through the Access to Education Outlook inbox, escalating issues where appropriate
- Support the referral process by assisting with administration and communicating referral outcomes to schools.
- Contribute to Education, Health and Care Needs Assessments (EHCNAs) and Education, Health and Care Plans (EHCPs) by providing timely, accurate written reports on pupils' progress, engagement and learning needs.

3. AV1 Robot Logistics and Support – 5%

- Coordinate the A2E's AV1 robot fleet, including coordinating the delivery, collection, setup, and maintenance of AV1 robots.
- Provide training and practical support to schools, students, and families on the effective use of AV1 robots, including initial setup, troubleshooting, and ongoing guidance.
- Deliver AV1 awareness and introduction workshops to schools and education professionals to promote understanding and effective implementation.

4. Ad hoc Responsibilities – 5%

- Carry out any other reasonable duties consistent with the level and purpose of the post, as directed by the Access to Education Manager.

Scope of role

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	Higher Level Teaching Assistant (HLTA) status or equivalent qualification
Competence summary (Knowledge, abilities, skills, experience)	- Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. - A record of successful support of pupils - Experience of delivering educational support or tuition to children and young people. - Experience of working with pupils with emotional and regulation difficulties. - An effective communicator - Good organisational skills - The ability to negotiate effectively and be flexible - The ability to motivate and enthuse pupils in variety of subject areas - The ability to de-escalate confrontation	- Experience of supporting children and young people with medical needs, mental health needs or additional needs. - The ability to plan and deliver programmes for several subject areas at Key Stage 1 & 2 and/or 3 & 4 - Knowledge of statutory guidance relating to children with medical needs and Section 19. - Understanding of SEND legislation and the Education, Health and Care (EHC) assessment process.
Work-related Personal Requirements	- Enhanced DBS clearance - Full UK driving licence and access to a vehicle for work purposes. - Willingness to travel to the schools in the Bracknell catchment area. - Excellent written communication skills - The ability to recognise and manage conflicting pressures and meet deadlines	Excellent ICT skills

Other work requirements	A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974 The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.