

## Fairfield Farm College Job Description and Person Specification

Job title: <b>Higher Level Teaching Assistant (HLTA).</b>	
Work base: <b>Fairfield Farm College, Dilton Marsh</b>	Team: <b>Curriculum</b>
Hours of work: <b>36.25 hours per week.</b> <b>This post is also available as Term Time only (TTO).</b>	Salary: <b>£20,471 (full time)</b> <b>(£16,217 TTO 34.25 hours per week)</b>

### Safeguarding

Fairfield Farm College is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Farm College agreed child and adult protection procedures will be followed.

### Job context and purpose

Fairfield Farm Trust is a charity whose primary business is an Independent Specialist College, providing day and residential courses to young people with learning disabilities in Dilton Marsh, Westbury. The Hope Nature Centre, Southwick, Trowbridge is a café and animal park offering work experiences and opportunities for adults with learning disabilities.

You will have experience of supporting or young people with mild, moderate and profound, severe learning and/or disabilities. You should have a track record of achieving excellent outcomes in supporting and caring for young people with learning disabilities in an educational setting. Additionally, you will have experience of leading sessions and group activities. This role will include covering a range of taught session across the Trust and also some additional higher-level duties. There is a pension scheme available for eligible staff.

All staff are required to have a clear DBS check prior to starting work at the college.

### Main Duties

1. Provide a safe, caring and supportive environment for students with learning disabilities in structured sessions.
2. Contribute to the development and implementation of learning support strategies facilitating individual or groups to fully access and participate in sessions and the wider college community.
3. Provide support to individuals to enable them to learn new skills in a classroom setting and around the college site.
4. Manage some aspects of personal care with both dignity and respect for people with

learning disabilities in line with FFC standards, policies and relevant individual care plans.

5. Support and understand the needs of students and to be familiar with individual ILPs and EHCPs, being prepared to undertake training, where necessary.
6. Deliver taught sessions and group work to identified groups of students or to cover absence.
7. Administer medication to students according to procedures, policies and risk assessments. Monitor student's health needs and report health issues appropriately.
8. Work as part of the college staff team, attending meetings and working with colleagues to ensure students have a positive and fulfilling experience at college.
9. Keep the required written and computer records for student progress, behaviour and support, identifying areas for development.
10. Support students to develop skills for life (literacy, numeracy and communication) within practical situations.
11. Support students to develop their social and interaction skills, reporting any issues as necessary in line with current college policies and legislation.
12. Handle responsibly and sensitively any confidential information of a personal nature relating to students.
13. Work at all times within the framework provided by the college's policies and procedures and current legislation, ensuring all written and electronic records and documentation are accurately maintained.
14. Attend regular staff meetings and compulsory training days and participate in activities to ensure that the college continues to maintain the standards required by its funding bodies, the Commission for Social Care Inspection and Ofsted.
15. Participate in observations and annual appraisals to promote good practice and inform professional development.
16. Where appropriate, driving licences are held and college vehicle training is provided, allowing staff to escort students to external visits/work experience.
17. Actively promote inclusive practice within the college setting, this includes challenging discrimination and advocating for the rights of the young people.
18. Encourage students to participate in learning activities as directed by the tutor and to act independently, as appropriate, providing the support needed.
19. Carry out administrative duties, such as preparing classroom resources under the guidance of the Additional Learning Support Manager, Learning Mentor or Tutors.
20. To provide/assist with extra-curricular activities under the guidance from the Additional Learning Support Manager.

21. To work with the Learning Mentor in identifying challenging behaviours, implementing effective strategies, in line with college policies, procedures and undertaking any training provided.
22. Assist other staff in delivering programmes of work devised by other professionals including (but not limited to) physio programmes and positioning of students, speech and language therapy programmes, occupational therapy programmes.
23. Providing appropriate levels of intervention with regard to incidents of challenging behaviour within a SLD, PMLD, ASD setting, following full training.
24. To support students on work placements, work based learning or external placements as directed.
25. Undertake continuing professional development as directed by your line manager.
26. Any other duties that may reasonably be requested.

### **Supervision/management of people**

Supervise students as necessary on and off site during the working day.

### **Contacts and relationships**

The post holder will:

- Report to the Additional Learning Support Manager.
- Work with Curriculum Tutors and the Learning Support Team.
- Work with the wider college staff.

### **Information technology**

Daily use of computers that require excellent IT skills and will include using, SchoolPod, Word, Excel and web-based software.

Knowledge of educational management information system (MIS).

### **Financial responsibility**

Always ensure effective use of resources and value for money is secured for the college.

### **Health and Safety**

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

### **Equality and Diversity**

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

### **Records management**

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

### **Other duties**

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

### **Authority to work in the UK**

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen

## Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
<b>Qualifications or equivalent level of skill or knowledge</b>	HLTA Qualification or equivalent such as PTLLS or Award in Education and Training at L4.	Teaching or training qualification L5 Specialist training or qualifications in a related subject. Assessors D32/A1 qualification.
<b>Experience of</b>	Planning and leading sessions or covering staff absence. Working with people with multiple physical and learning disabilities. Understanding the need for recording outcomes and progress against set targets.	Supporting young people with complex needs in an educational setting. Managing personal care with both dignity and respect.
<b>Management of people</b>	Ability to offer guidance and support to members of the team.	Willingness to undertake training, if necessary.
<b>Skills</b>	To be highly personable with very good communication skills. To be highly self-motivated and an enthusiastic self-starter with an entrepreneurial outlook. To be highly numerate and have ability to use systems to track learner progress. To show an understanding of the importance of working within strict Health and Safety guidelines. Ability to work as part of a multi-disciplinary team and on own initiative.	Willingness to complete further training. To have a clean, full driving licence and a willingness to drive college vehicles.
<b>Personal qualities and motivation</b>	To be honest, trustworthy and reliable. Highly motivated and able to motivate others. Able to work with a variety of colleagues and clients from different professions and backgrounds.	
<b>Literacy, numeracy and IT</b>	Literate and numerate ILT literate	
<b>Language (English or other languages)</b>	Good written and spoken English.	

<b>Safeguarding</b>	Displays a commitment to the protection and safeguarding of young people.	Up-to-date knowledge of relevant legislation and guidance in relation to the safeguarding of young people.
---------------------	---	--

The closing date for this post is **9<sup>th</sup> October 2020**

Interviews will take place on **16<sup>th</sup> October 2020**

***Interviews will adhere to Government guidance on social distancing.***

Please note that we will not accept CVs. All applications must be made via an online application form available on our website [www.ffc.ac.uk](http://www.ffc.ac.uk)

We reserve the right to close the advert early if sufficient applications have been received.

This job description and person specification created by Graeme Athey September 2020

***Fairfield Farm Trust is an Equal Opportunities employer  
A charity for the advancement of education for young people with learning disabilities***