



Wells Park School

Job Description

Post Title: HLTA with Class Lead Responsibilities

Grade/Pay: HLTA Pay Scale- Grade 7 Scale Point 21

Responsible to: Assistant Headteacher

Contract Type: Fixed-Term of 1 year-(Sept 1st 2025 to August 31st 2026)

Location: Wells Park School

Job Purpose

To lead the day-to-day operation of a class group, ensuring the delivery of high-quality teaching and learning, pupil wellbeing, and behaviour support within a nurturing, trauma-informed environment. Working within a specialist SEMH setting, the postholder will coordinate the classroom team, plan and deliver lessons, and ensure a consistent, safe, and aspirational experience for pupils.

Key Responsibilities

Teaching and Learning

- Lead the delivery of daily lessons in core and wider curriculum subjects, drawing on the school's curriculum frameworks and resources.
- Plan, adapt, and evaluate learning sequences that meet the individual needs and EHCP outcomes of pupils.
- Use assessment for learning strategies, including observation and marking, to gauge progress and plan next steps.
- Share and explain learning objectives in pupil-accessible formats, using visuals and prompts where needed.
- Promote independence and engagement using structure, routine, and differentiated support.
- Follow the timetabling and delivery expectations as set out in the school's teaching and learning handbook

Classroom Leadership

- Oversee and coordinate a classroom team including LSAs and HLTAs
- Maintain daily oversight of the class timetable, routines, reward systems, and home-school communication logs.
- Model effective practice and direct team members to ensure consistency in support and expectations.
- Ensure all class-based resources, equipment, and materials are prepared, maintained, and adapted as required.

Behaviour and Emotional Support

- Implement school-wide behaviour regulation and support strategies using a trauma-informed and therapeutic approach as per school policy and training.
- Use de-escalation strategies and relational techniques in response to pupil distress, challenging behaviour, or emotional dysregulation.
- Contribute to the formulation and review of individual risk assessments, behaviour plans, and targets linked to personal development.
- Maintain accurate incident records in accordance with school policy.

Care and Safeguarding

- Maintain a safe environment and respond to safeguarding concerns following school procedures.
- Contribute to personal care, toileting, and hygiene routines where necessary, respecting pupil dignity and voice.
- Communicate effectively with residential staff and external professionals to ensure continuity of care.
- Understand and work within the principles of Social Pedagogy, modelling compassion, structure, and clear boundaries.

Professional Responsibilities

- Attend and contribute to staff meetings, training, supervision, and INSET days.
- Engage in ongoing professional development including shadowing, coaching, or relevant qualifications.
- Maintain high levels of professionalism, discretion, and resilience in a challenging but rewarding environment.
- Collaborate with teachers, subject leads, therapists, and SLT to support pupil progress and classroom development.
- Adhere to deadlines for the submission of written documentation related to teaching and learning, assessment and any other reports for pupils in the class group

Person Specification

Criteria	Essential	Desirable
HLTA status or equivalent classroom experience	✓	
Proven experience supporting children with SEMH and complex needs	✓	
Confident in leading small-group or whole-class learning	✓	
Knowledge of trauma-informed, therapeutic, or restorative practice	✓	
Strong communication and teamwork skills	✓	
Organised, reflective, and adaptable	✓	
Experience coordinating or line-managing staff in a class setting	✓	
Working towards teaching qualification or career in SEN education		✓

Additional Notes

- This role may include delivery of curriculum in outdoor learning, community-based education, or therapeutic sessions.
- The postholder may, from time to time, be required to transport children using their own vehicle (subject to required conditions)
- The postholder may be required to contribute to whole-school events and trips as part of the extended curriculum.
- The postholder will receive regular line management, monitoring, and support from the Assistant Headteacher and wider SLT.