

HLTA / Teaching Assistant

Higher Level Teaching Assistant (HLTA) / Teaching Assistant

Location: Illuminate You – Specialist Education Provision

Reporting To: Class Teacher / Senior Leadership Team

Role Purpose

To support the education, emotional regulation and wellbeing of children and young people with SEMH and additional needs.

The HLTA / Teaching Assistant works as part of a multidisciplinary team to deliver high-quality learning, therapeutic support and positive behaviour strategies in line with Illuminate You's values and safeguarding framework.

Key Responsibilities

Teaching & Learning

- Support the planning and delivery of learning activities under teacher direction
- Lead small group or individual learning sessions where appropriate
- Adapt activities to meet individual learning, emotional and behavioural needs
- Promote engagement, independence and positive attitudes to learning

Behaviour & Emotional Support

- Support pupils to regulate emotions using trauma-informed approaches
- Implement behaviour support plans, risk assessments and agreed strategies
- Use consistent language and approaches in line with therapeutic models used by the school
- Support de-escalation and recovery following incidents

Safeguarding & Professional Practice

- Safeguard and promote the welfare of all pupils at all times
- Maintain appropriate professional boundaries
- Follow safeguarding, whistleblowing and behaviour policies
- Report concerns, incidents or disclosures promptly and accurately

Collaboration & Communication

- Work closely with teachers, therapists and support staff
- Communicate effectively with colleagues and leadership
- Contribute to reviews, meetings and planning where required

Recording & Accountability

- Maintain accurate records of learning, behaviour and incidents
- Support assessment and monitoring of pupil progress
- Follow data protection and confidentiality requirements

Person Specification

Essential:

- Experience working with children or young people
- Understanding of safeguarding responsibilities
- Ability to manage challenging behaviour calmly and professionally
- Strong communication and teamwork skills
- Willingness to follow policies and accept supervision

Desirable:

- Experience in SEMH, SEND or alternative provision
- HLTA status or relevant qualification
- Training in trauma-informed practice or behaviour support

Safeguarding Statement

Illuminate Care Group is committed to safeguarding and promoting the welfare of children and young people. This post is subject to enhanced DBS checks, references and safer recruitment procedures.