

JOB TITLE	HLTA / Learning Mentor
GRADE	Grade: Points 23–28 (Learning Mentor / HLTA range) Full-Time Equivalent (FTE): <ul style="list-style-type: none"> Point 23: £34,434 per annum plus SNA £878 (total £35,312) Point 28: £39,152 per annum plus SNA £878 (total £40,030) Pro Rata (Term-Time Only): <ul style="list-style-type: none"> Point 23: £29,651 per annum plus SNA £756 (total £30,407) Point 28: £33,714 per annum plus SNA £756 (total £34,470)
LOCATION OF WORK	Oakwood Academy
WORKING PATTERN	Term Time only 36 hours per week
RESPONSIBLE TO	Inclusion Manager / Teaching Support Manager

SCOPE OF THE JOB:

To support the academic, personal, social and emotional development of identified pupils within the school's Designated Provision, through small group and 1:1 sessions. The postholder will implement a range of interventions that remove barriers to learning, support curriculum delivery, promote regulation and resilience, and enable pupils to reach their full potential. This includes close liaison with families, external agencies and school staff. This post also includes a teaching commitment within the main school.

MAIN DUTIES:

- Plan, prepare and deliver small group and 1:1 interventions focused on; social communication, emotional regulation, mental health, life skills and independence and academic support / catch-up.
- Measure the impact of interventions delivered. Review pupils' progress against individual and group targets, adapting support as needed.
- Use data and professional judgement to identify signs of disengagement and develop timely intervention plans.
- Assess, record and report on pupils' achievement, progress and development.
- Plan, prepare and deliver whole class learning activities, following the school's curriculum.
- Line manage teaching assistants working within the Designated Provision.
- Assist with the supervision of pupils at break and lunchtimes, as directed.
- Build positive, trusting relationships with pupils to support their engagement, wellbeing and participation in school life.
- Use a range of therapeutic and relational strategies to help pupils build confidence, independence and self-regulation.
- Liaise with teachers and support staff to ensure consistency of approach across the school.

- Work collaboratively with external agencies and families to coordinate effective support for pupils, attending meetings and contributing to reports as required.
- Make contact with parents and carers and, where necessary, carry out home visits under the direction of the Inclusion Manager, to provide support and strengthen engagement with education.
- Maintain accurate records of interventions, progress, behaviour and safeguarding information in line with school policy.
- Support pupils' reintegration following periods of dysregulation, ensuring clear communication with staff and parents.
- Promote inclusion and equality of opportunity for all pupils, celebrating diversity and individuality.
- Support the wider work of the school through participation in enrichment, transition and offsite learning activities.
- Any other duties commensurate with the grade of the post as determined by the line manager or Headteacher.

SAFEGUARDING:

- Contribute to the safeguarding, promotion of welfare and personal care of all pupils, ensuring the highest standards of care and vigilance.
- Be aware of, and comply with, all policies and procedures relating to safeguarding, health and safety, security and confidentiality, reporting all concerns promptly to an appropriate person.
- Oakwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate any changes in the role.

January 2026