

## HLTA case study - Julie Britton, Filton Avenue Infant School

Like most members of the classroom support staff I began my career supporting children in the classroom. However since gaining HLTA status, in 2005, my role has developed greatly. I am currently:



- Induction Programme Leader for new staff and students
- E-Safety Officer
- Speech and Language Support
- Parent/Carers Support
- Support to CP cases
- Lead HLTA for Bristol Network Meetings

As Support Staff Manager, my first and foremost responsibility is leading a successful team of 25 TAs and HLTAs across two school sites. These responsibilities include timetabling, PPA cover, NQT support, performance management, training and development and supervision in EYFS. I have also developed an induction programme for students and new staff.

Whilst working closely alongside the SENCO we plan interventions that are specific to the needs of the children and those under SEND. TAs chosen specifically for their skillset to deliver high quality support carry out these interventions. During these interventions my role includes testing and evaluating the child's progress both before and after the programme. Once the data is collected it is then passed onto SLT.

As the identified CP Parent Support HLTA, I work closely with parents who are under CP plans, this includes liaising with outside agencies to develop a trusting partnership between all parties. These may include attending medical appointments for the needs of the children and supporting medical interventions within our school. I organise TAF (Team Around the Family) meetings, identifying the needs of support that is required for these families.

As an E-Safety Officer my responsibilities are to attend regular network meetings to gain further knowledge regarding how to be safe online. This knowledge is then shared with teachers who put these measures into practice. Holding three annual meetings to discuss termly e-safety lesson plans successfully puts these plans into place. Unique Voice, a local drama group, work closely alongside our school to deliver bespoke e-safety performances. In this digital world, it is vital to encourage parents and carers to become e-safety conscious.

Alongside my school-based role, I am a qualified NVQ assessor and mentor for college students, adult learners and school based TAs. This led me to complete a level 5 Leadership qualification with Best Practice Network which has supported my professional development to the positions I hold now.

I value my roles as lead HLTA for the Bristol HLTA network as I work with schools across Bristol training and developing TAs' roles and responsibilities, whilst sharing good practice through our shadowing programme. Most recently, January 2015, I was elected onto the board of HNAP, the national organisation for promoting and delivering HLTA status.