



JOB DESCRIPTION

School: Addington School	Location: Woodley, Reading, Berkshire
Job Title: HLTA Horticulture	Grade / Salary Range: Scale 6 Spinal Point 18-24 Plus SEN Allowance

JOB PURPOSE

To assist the KS5 lead by leading and running a work-skills Horticulture curriculum;. Part of this role includes working with the Routes to Work team to prepare pupils for horticulture linked work experiences, attending local horticulture events and developing horticulture-based products for business enterprise. The role includes areas of maintenance responsibility for an allotment site, green house area and pupil gardening areas. This role will involve working with teachers across school to provide resources and guidance for horticulture based lessons; it includes working with individual pupils using horticulture as a therapeutic intervention.

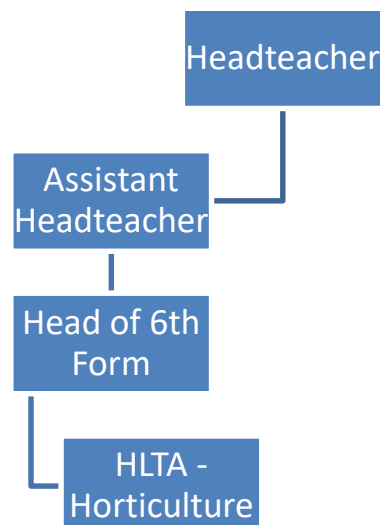
NOTE

Working with our pupils requires a particular understanding and appreciation of their individual needs, such as; physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

At Addington School there are three Levels of Support Staff

- 1 – Higher Level Teaching Assistant HLTA
- 2 – Teaching Assistants TA
- 3 – Learning Support Assistant LSA

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- Plan and implement appropriate horticulture programmes
- Plan and set tasks for individuals that take account of their mental and physical abilities/needs
- Be responsible for safe working practices across the Horticulture curriculum
- Be responsible for Quality Assurance – Ensure that activities are effective and adjusted as necessary; monitoring and undertaking research concerning individual programme effectiveness; liaising with other professionals (teachers, assistants etc.); teaching horticulture tasks (for example); monitoring and regularly appraising student progress; ensuring that safety guidelines are adhered to
- Maintain the upkeep of pupil gardening areas, green-house areas and allotment either through delegation or hours worked
- Under supervision from Head of 6th Form/Assistant Head, take groups of students to venues to participate in horticulture offsite events e.g. Newbury Show, and any other appropriate horticulture establishments/functions
- To contribute to business enterprise projects linked to Horticulture
- To support Head of 6th form to create orders for an identified budget and to regularly restock items if required
- To contribute reports to pupils' learning records if appropriate
- To provide regular updates to Head of 6th Form and Assistant Head to inform development of horticulture
- To provide staffing cover in classes to support staff absences as directed by the staffing team

Pupil Support

- Be aware of physical and medical needs. Ensure correct positioning of pupils to maximise learning
- If necessary, to oversee or administer drugs e.g. Ventolin inhalers, Buccal Midazolam, Adrenaline - with training
- If needed, to administer complex feeding programmes – with training
- Team Teach – To train in the philosophy and techniques of team teach and implement this in the whole school environment
- Manual Handling – To train in and implement safe manual handling techniques
- To ensure all LSA's in the class have appropriate training so that pupil needs can be managed during Horticulture activities
- Participate in parents' evenings/review meeting and with families/professionals
- Give support, as appropriate for individual physiotherapy, SaLT or OT programmes and help by moving pupils and equipment around the room including safe movement of pupils
- Be sensitive to differing religious beliefs and cultures and be mindful of equality
- Provide support for pupils who require Information technology for communication and/or recording
- Support inclusion programmes
- Supervise pupils at playtimes
- Help pupils with the broad range of independence skills including care of personal belongings.
- Undertake toilet routines and programmes, and response to pupil care needs including the changing of soiled clothing and wiping up spillage as necessary. To provide group and 1-1 support for identified pupils with SEN and challenging behaviours.
- To establish and build positive relationships with the pupils, staff and parents based on mutual respect and trust.
- Prepare group and 1:1 areas for activities and tidy up afterwards.



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- Contact and support parents when necessary; this includes attending parent evenings
- Cover and lead class teaching when required.

General

- To take on a whole school or department-wide responsibility/agreed area.
- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Retain confidentiality about all aspects of school life
- Collect pupils and take to and from transport and support the greeting routines, register, morning break and lunch arrangements. Prepare pupils and activities for transition during the day.
- Maintain Health & Safety standards and a high level of hygiene.
- Attend in-service training days and afterschool training (i.e. twilights).
- Contribute to staff training as and when appropriate.
- Raise areas of individual staff development through your line manager. Including Performance Management.
- Work with-in a multi-professional team.
- Be willing to work in any part of the school with pupils of all ages and abilities.
- Be aware of your email address and regularly check emails.
- Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description.

SCOPE OF JOB (Budgetary / Resource control, Impact)

Version:	Final	Created by:	Emer Moore
HR Checked:	1.2.2025	Headteacher Checked:	8.1.2025
Approved:	1.2.2025		

PERSON SPECIFICATION

Job Title: HLTA Horticulture
Reports to (job title): Assistant Headteacher

- * E = Essential Criterion (required at point of recruitment)
D = Desirable Criterion (can be developed over time)

KEY CRITERIA	
* E / D?	
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Level 3 qualification – i.e. A Levels, NVQ, QCF or equivalent • Good standard of general education e.g. GCSE English, Mathematics or equivalent Level 2 qualification • Level 1 Horticulture qualification • Experience of liaising with multiple teams • Experience of leading projects under supervision • Experience and understanding of marketing and advertising practices in order to develop and promote our brand • Experience of working in horticulture or gardening • Have a working knowledge of the Horticulture industry to support and prepare students for job opportunities • Experience of working with using horticulture activities to provide therapeutic experiences for pupils • Experience of working with young people with Special Educational Needs age 14-19 • Experience in working with local employers, local careers services and adult social services. • Experience in developing work ready skills for young people • Willingness to take part in professional development and training 	<ul style="list-style-type: none"> • D • D • D • D • D • E • D • E • D • E • D • D • E • D • E
<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of Vocational Qualifications (City and Guilds/ BTec) • Willingness to undertake an Assessors qualification to deliver and assess level 1 qualifications • Ability to manage projects and be held accountable for their completion • Ability to collaborate with a team • Ability to follow strict Health and Safety guidelines • An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary to ensure clear expectations are established and disseminated to pupils • Excellent communication and interpersonal skills • A commitment to maintaining confidentiality at all times • Proficient in use of IT (e.g. Microsoft Office, Email, online software systems, Earwig) • Ability to set and report on student employability targets linked to the horticulture-based on EHCP outcomes 	<ul style="list-style-type: none"> • D • D • E • E • E • E • E • E • E • E



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<ul style="list-style-type: none"> • Physical ability to respond to manual handling and difficult and dangerous pupil behaviour with training • Physical ability to support pupils with SEND in all areas of the curriculum • Good problem solving and creative thinking skills • Knowledge of school curriculum • Knowledge of strategies to engage pupils with Special Educational Needs 	<ul style="list-style-type: none"> • E • E • E • E • E • D • D
<p>Work-related Personal Qualities</p> <ul style="list-style-type: none"> • Ability to support staff in building to maintain sound working practices alongside good working relationships • The commitment and ability to develop Horticulture experiences for learners • The commitment and ability to lead pupils in events linked to Horticulture challenges e.g. Newbury Show • To liaise effectively with outside agencies including garden centres • Calm under pressure, adaptable with a commitment to getting the best outcomes for pupils • A caring and positive attitude • Active listening skills and expertise in understanding the needs of pupils • A positive approach to behaviour management and emotional resilience to work with pupils with difficult and dangerous behaviours • Resilient, positive and enthusiastic about making a difference • Flexible and adaptable approach to work • Confidence to deliver training to all staff including teachers 	<ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E • E
<p>Other Work-related Requirements:</p> <ul style="list-style-type: none"> • Willingness to engage in CPD to improve the delivery of our services • Hold a full driving licence • First Aid Qualification • Willingness to drive a mini bus 	<ul style="list-style-type: none"> • E • E • D • D