



**AMERSHAM SCHOOL**  
A BUSINESS & ENTERPRISE COLLEGE

# *Live, Learn and Succeed Together*

Recruitment Pack

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**Higher Level Teaching Assistant**





## WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

We are seeking to appoint enthusiastic and innovative **Higher Level Teaching Assistants**, who will share in the school's vision for success and play their part as we continue to secure outstanding results for our students.

To apply, please download the school's non-teaching application form from our school website:  
[www.amershamschool.org.uk/vacancies](http://www.amershamschool.org.uk/vacancies)

Completed form and a covering letter should be addressed to the Headteacher, Sharon Jarrett and sent to: [employment@amershamschool.org](mailto:employment@amershamschool.org)

The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.

## AT A GLANCE



**Higher Level Teaching Assistant**



**Start Date**

Tuesday 3 September 2024



**Hours and Salary**

Term time only plus 5 days  
35 hours per week  
Bucks Pay Range 3  
£21,363 pro rata / £27,310 FTE



**Closing Date**

Friday 5 July 2024



**Interview Date**

On application



**Application Form**

[amershamschool.org.uk/vacancies](http://amershamschool.org.uk/vacancies)



**Apply To**

[employment@amershamschool.org](mailto:employment@amershamschool.org)



## AMERSHAM SCHOOL

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Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards

Yours sincerely

**Sharon E Jarrett**  
Headteacher



## SPECIALISM

We believe our specialist Business and Enterprise College status has helped us to raise standards of achievement and progress by opening up greater opportunities for student and staff development, alongside the provision of improved facilities.

We are committed to developing a 'can-do' culture of enterprise within the school and also within our wider school community. Our concept of enterprise education is strongly linked to our values and ethos and has, at its centre, a commitment to the development of transferable skills amongst our students. This is demonstrated through strong links with the community and local businesses, and the development of innovative and engaging teaching methods amongst our staff. Two of the most significant curriculum decisions based upon our ethos of Business and Enterprise are:

The introduction of a subject-based skills development programme through the **CIRCLE** skills initiative.

**CIRCLE** represents  
**C**ommunication  
**I**nterpersonal  
**R**esearch  
**C**reative  
**L**earning  
**E**ffective Self-Managers

Enhanced Learning Days are whole-day events where the curriculum is collapsed. These days are designed to broaden our students' curriculum diet and provide opportunities to demonstrate, develop and apply their CIRCLE skills and subject knowledge in different contexts.

## PERSON SPECIFICATION

Specification	Essential	Desirable
<b>Qualifications</b>		
Good standard of education including Maths and English to GCSE grade C or 5 equivalent	X	
First aid training		X
Relevant qualifications or training in special education needs support	X	
Level 3 Teaching Assistant qualification (or equivalent)		X
HLTA Qualification	X	
<b>Experience</b>		
Experience working in a school environment or other educational setting	X	
Experience working with children/young people	X	
Experience of planning and leading teaching and learning activities	X	
Previous experience as a teaching assistant working with whole class activities	X	
Experience in supporting children with special educational needs and disabilities (SEND)	X	
Working within a team	X	
<b>Skills</b>		
Excellent communication, interpersonal and organizational skills	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Calm under pressure	X	



## THE ROLE

**Job Title:** Higher Level Teaching Assistant

**Report to:** Director of Personalised Learning / Subject Lead

### Main Purpose of the Role

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

### Key Responsibilities

#### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Work collaboratively with teachers to organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.

Able to build positive relationships with staff, students and parents	X	
A genuine interest in supporting student learning	X	
Ability to create a stimulating and inclusive learning environment	X	
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	X	
Knowledge of how to successfully lead learning activities for a group or class of children	X	
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	X	
Resilient, positive, forward looking and enthusiastic about making a difference	X	
Capacity to inspire, motivate and challenge children and young people	X	
Commitment to maintaining confidentiality at all times	X	
Good ICT skills, particularly using ICT to support learning	X	



- To cover and lead class teaching (under supervision) as and when appropriate.
- Support class teachers in the planning and teaching of 1:1 or small groups of children.

### **Working with Staff, Parents/Carers, and Relevant Professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns you may have about the pupils you work with.
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Health and Safety**

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

### **Professional Development**

- Participate in professional development opportunities to further enhance your skills and knowledge.

### **General**

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote the school aims and ethos, policies (including Behaviour for Learning, Equal Opportunities, Attendance and Health & Safety).
- To promote positive student conduct. To address negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.



- To comply with the Staff Code of Conduct, including smart dress code, establish a business-like environment and promote excellent relationships and a positive ethos when communicating students, staff, parents and external contacts.
- To undertake training and development relevant to the post.

**The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.**

**This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake an Enhanced Disclosure and Barring Service check (DBS) as part of the recruitment process.**



### **Responsibilities: All Staff**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

### **Personal and Professional Standards**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To maintain confidentiality at all times





## WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

## WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

### The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



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Amersham School  
Stanley Hill  
Amersham  
Bucks  
HP7 9HH

 01494 726562

 [office@amershamschool.org](mailto:office@amershamschool.org)

 [www.amershamschool.org.uk](http://www.amershamschool.org.uk)

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

**Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.**

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