



# Applicant Information Pack

## HLTA





Dear applicant

Thank you for your interest in this post. I am delighted you are considering joining William Brookes School and as the new Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact Joanne Wilkinson to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards  
Headteacher

## The 3-18 Education Trust

Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, they were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust with William Brookes School joining on 1 April 2021.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

### **"The value of the individual, the benefit of the team"**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation; in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please visit our Trust website <https://www.3-18education.co.uk> / for more details.

## Vacancy Details

<b>Position:</b>	Higher Level Teaching Assistant
<b>Status of Post:</b>	30 hrs/wk, term time only + 2 PD Days, Fixed Term for 12 months
<b>Salary Scale:</b>	Grade 7, Points 12-17 (£11.70 - £12.92/hr)
<b>Starting date:</b>	As soon as possible

## Job Purpose:

Working under the instruction of the SENDCo and Leadership Team, a Higher Level Teaching Assistant (HLTA) will support access to learning for students by planning, preparing and delivering learning activities and interventions. Assessment, recording and reporting on students' progress will be pivotal to this role. Promoting inclusion and enabling students to experience a sense of achievement will be of paramount importance. The role is flexible and responsibilities are likely to include:

1. Working with class teachers to raise learning and attainment of students
2. Supporting learning and intervention in our Learning and Wellbeing Hub
3. Promoting students' independence, self-esteem and social inclusion
4. Assisting in the clerical work of the SEND and inclusion department

## Experience & Personal Qualities:

The post holder will:

- Hold a Higher-Level Teaching Assistant Level 4 qualification or equivalent
- Have a good understanding of the needs of secondary school students and support the ethos of the school.
- Be able to relate well to both students and other adults, including teaching staff. They must be well prepared, organised and flexible and able to work calmly and efficiently under pressure.
- Have the ability to work flexibly, this could be alongside students in class, in small groups or 1:1. The post holder needs to have a calm and understanding but firm manner. It is desirable that the postholder have some administrative experience.
- Have a working knowledge of the SEND Code of Practice

Confidentiality and discretion are prime importance and the post holder must be absolute in their loyalty to the school.

Expectations in supporting children with Special Educational Needs and/or Disabilities will always be high. Consideration must always be given to the individual child's needs with no unreasonable demands placed upon any child, but a consistency of expectation is vital.

## Main Duties to Include:

### Student Support:

- Acting as a Key Worker for specified students: Liaising with parents/carers, Subject Teachers and relevant outside agencies / professionals and services in Shropshire and Telford and Wrekin; implementing Individual Plans; providing feedback to students, contributing to Annual Reviews.
- Planning, delivering and assessing specific Intervention programmes with individual or groups of students, both inside mainstream lessons as well as in withdrawal lessons.
- Creating adapted resources to support students' individual needs
- Identifying and championing opportunities to develop successful social interaction and encouraging peer support.
- Promoting self-esteem by praising effort and ensuring identifiable success in the classroom.
- Encouraging students' independence in all areas of life.
- Ensuring the safety and integration of students with physical and sensory needs.
- Helping to manage students' physical and medical needs when necessary (Training will be provided).
- Helping with therapy programmes when necessary (Training will be provided).
- Administer routine tests and invigilate exams. (Provide students' support with internal and external exams in compliance with the Equality Act, 2010).
- To support with the management of students' transitions from primary to secondary, secondary to college and sixth form to employment, training or university.

### Support to the SENDCo:

- Coordinating the Annual Review process to ensure statutory deadlines are met
- Corresponding with parents, external agencies and other professionals at the direction of the SENDCo
- Collating data to provide progress feedback to external agencies
- Maintaining the SEND list, student files and intervention schedule
- Assisting with the administration and processing of testing and Access Arrangements for examination
- Record keeping of Exam Concessions documentation in readiness of JCQ inspection
- Providing administrative support for meetings, including management of the diary of the SENDCo
- Supporting the SENDCo with timetables and rotas for teaching assistants
- Assisting in updating provision maps, learning plans and student passports
- Supporting the triage process for SEND Support and further referral in line with the graduated response.
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### Support to the Learning Support team and wider teaching staff:

- To take a proactive role in guiding and supporting the Learning Support Assistant team, ensuring that they are secure and focussed in their roles
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of students
- To act as a leading point of liaison and contact between the SEND and inclusion team and the wider school teaching staff
- Work alongside the Subject Teachers in lessons to help students access the curriculum.
- To accompany teaching staff on trips and school activities and take responsibility for a named student / group under the general supervision of a teacher.
- Be aware of and support school policy and procedures
- Attend relevant in-service training

**To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by the SENDCo and/or the Senior Leadership Team**

### Qualifications and Contribution:

We are looking for a practical, adaptable enthusiastic and capable person, who can demonstrate excellent communication skills and the ability to support students of all ages, abilities and backgrounds. It is essential that you hold a HLTA (or equivalent) qualification and have proven experience of working within a secondary setting. Computer skills and administrative experience would be an advantage. Training will be provided as and where necessary.

### Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and experience	Level 4 Higher Level Teaching Assistant	✓	
	GCSEs at grades 9 to 4 (A* to C) including English and Maths	✓	
	Experience of working with children within a Secondary School setting	✓	
	Experience of planning and leading teaching and learning activities (under supervision)	✓	
	Classroom/SEND administrative support		✓
	First Aid qualification (or willing to undertake)		✓



<b>Skills and knowledge</b>	Good literacy and numeracy skills	✓	
	Good organisational skills	✓	
	Ability to build effective working relationships with students and adults	✓	
	Skills and expertise in understanding the needs of all students	✓	
	Knowledge of how to help adapt and deliver support to meet individual needs	✓	
	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students	✓	
	Excellent verbal communication skills	✓	
	Active listening skills	✓	
	The ability to remain calm in stressful situations	✓	
	Knowledge of guidance and requirements around safeguarding children	✓	
	Good ICT skills, particularly using ICT to support learning	✓	
	Understanding of roles and responsibilities within the classroom and whole school context	✓	
	Understanding of effective teaching methods		
	Knowledge of how to successfully lead learning activities for a group or class of children	✓	
	Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	✓	
	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	✓	



<b>Personal qualities</b>	Enjoyment of working with children	✓	
	Sensitivity and understanding, to help build good relationships with students	✓	
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	Self-motivation and efficiency		
	Commitment to safeguarding pupil's wellbeing and equality	✓	
	Ability to work calmly under pressure	✓	
	Ability to organise, prioritise and meet deadlines	✓	
	Patience	✓	
	Flexibility and ability to adapt to new systems	✓	
	A positive and keen attitude with a commitment to high standards	✓	
		✓	



## Hours of Work, Salary & Conditions of Service

### Hours

30 hours per week split over 5 days Monday to Friday, term time only + 2 days.

### Salary

Grade 7, Points 12-17 (£11.70 - £12.92/hr). Salaries are paid in equal monthly amounts with appropriate pro-rata holiday pay entitlements included.

The postholder will have a lunch allocation, which will be flexible, in response to the demands of the post.

### Terms and Conditions

The post is subject to the following Terms and Conditions:

- a) The Terms and Conditions of employment are in accordance with the National Joint Council for Local Authorities' Scheme and Conditions of Service for Administrative, Professional, Technical and Clerical Services.
- b) The other terms and conditions set out in the various national collective agreements in force from time to time.
- c) The Local Authority's and Governing Body's Rules and Conditions including any local agreement entered into with recognised trade unions.
- d) The other conditions set out in the letter of appointment and this job specification.

## The Appointment Process

Application forms are available from the school website [www.williambrookes.com](http://www.williambrookes.com). Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post. We do not accept CVs. Completed applications and supporting documentation should be emailed to [jwilkinson@williambrookes.com](mailto:jwilkinson@williambrookes.com) You may also post your application to:

Mrs Joanne Wilkinson  
Head's PA  
William Brookes School  
Farley Road, Much Wenlock  
Shropshire, TF13 6NB

The closing date for receipt of applications: 12.00 noon on Monday 23<sup>rd</sup> May

Interviews will be held during week commencing 23<sup>rd</sup> May