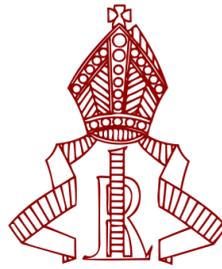


# Bishop Luffa School

## Higher Level Teaching Assistant (HLTA) Information Booklet





## Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, Rumboldswyke CoE Primary School, Lavant CoE Primary School, Fishbourne CoE Primary School, West Dean CoE Primary School, and Nyewood Infants CoE School.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to add to their Higher Level Teaching Assistant team based at Launchpad in Lavant which is part of Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and the successful candidate can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying, please do not hesitate to contact me.

Mr Mark Nicholds  
Chief Finance Officer  
Bishop Luffa Learning Partnership  
[nicholdsm@bishopluffa.org.uk](mailto:nicholdsm@bishopluffa.org.uk)



## Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- Inspire all students to be ambitious about their futures
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world



# Bishop Luffa School

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1578 students including 358 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.

Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly.



We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which

is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.



# Bishop Luffa Launchpad

Bishop Luffa Launchpad is an educational initiative created by Bishop Luffa Learning Partnership in partnership with Lavant House and Launchpad Charitable Trust. The aim of the initiative is for the most vulnerable young people in our community to rebuild their lives and become successful learners.

Our motto at Bishop Luffa School is 'always our best because everyone matters'. A traditional school setting isn't always 'for everyone', and we have found that in recent years there has been a significant increase in the number of students who find it difficult to focus in a classroom setting. This has led us to look for creative ways to support these children.



This scheme is Bishop Luffa's response to the pressing issues in our community. The scheme combines classroom-based learning, outdoor education and high-quality vocational education. Our aim is to give vulnerable young people a chance to break a cycle of disappointment and experience success at school. We are confident that this will give students hope, and hope will lead these teenagers to start planning for a more positive future.



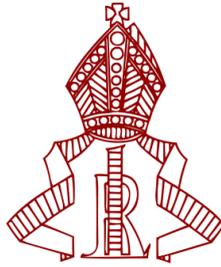
As part of Bishop Luffa School, Bishop Luffa Launchpad aims to provide our young people with the opportunities to thrive through unique and bespoke programmes that focus on their strengths, helping to build confidence, equipping them to engage with further education and life beyond school.

We offer the opportunity to gain qualifications in Math and English and a range of vocational programmes that are designed with the learners in mind.

A key aim will be ensuring students in Year 10 and 11 develop a pathway onto their next step in education and training. Students will have the opportunity to do regular work experience, college skills days alongside their core studies. Students will also have the opportunity to choose vocational modules to help personalise their education.

This scheme is being supported by local organisations with a track-record of success in supporting vulnerable young people: Launchpad Charitable Trust, The John Pritchard Trust, and Christian Youth Enterprises.

Find out more by visiting the school website <https://www.bishopluffa.org.uk/home/about-us/bishop-luffa-launchpad/>



## Higher Level Teaching Assistant (HLTA) at Bishop Luffa Launchpad

Grade 6

£27,254—£28,598 pro rata (Actual salary £20,440—£21,448)

32.5 hours per week

Term Time only + 5 INSET days

Bishop Luffa School are looking to appoint an enthusiastic and resourceful person in the role of Higher Level Teaching Assistant (HLTA) based at Launchpad, Lavant. The successful candidate will support teaching and learning within Launchpad, a Key Stage 4 alternative provision setting, by leading specific curriculum areas, delivering targeted interventions and providing in class support for students. The HLTA will play a key role in promoting student progress, engagement and wellbeing through a proactive and responsive approach, supporting positive outcomes for learners with diverse and often complex needs.

This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- enjoys making a real difference to students' learning
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with teachers. We would like applicants to have HLTA status, or a willingness to work towards HLTA status. IT skills would be an advantage.

Many of our previous post holders have utilised the post to develop experience in the education sector before progressing to PGCE courses, educational psychology and working within educational charities.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications: **Tuesday 14<sup>th</sup> April 2026 at 12noon.**

Interviews will take place during the week commencing Monday 20<sup>th</sup> April.

*The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.*

## Job Description

# Higher Level Teaching Assistant (HLTA)

**Role:** To support teaching and learning within Launchpad, a Key Stage 4 alternative provision setting, by leading specific curriculum areas, delivering targeted interventions and providing in class support for students. The HLTA will play a key role in promoting student progress, engagement and wellbeing through a proactive and responsive approach, supporting positive outcomes for learners with diverse and often complex needs.

**Responsible to:** Head of Support & Head of Alternative Provision

### Key Responsibilities

#### *Curriculum Delivery & Course*

- Plan, deliver and assess **two ASDAN courses**, ensuring lessons are engaging, structured and meet individual learner needs.
- Manage all aspects of **Work Experience (WEX)**, including:
  - Supporting students to secure suitable placements
  - Liaising with employers
  - Conducting placement visits and monitoring progress
- Support in delivery of **GCSE content**:
  - deliver content provided by the main school site
  - Monitor student engagement and understanding
  - Maintain regular communication with main site staff regarding student progress

#### *Targeted Support & Interventions*

- Deliver small group intervention sessions to support student progress (e.g., literacy, engagement or subject-specific support).

#### *Classroom Support*

- Act as a Teaching Assistant within lessons, supporting all learners.
- Adapt support strategies to meet a range of needs.
- Take a proactive approach to supporting student engagement, behaviour and inclusion within the classroom.

#### *Student Support & Enrichment*

- Support students attending college placements (e.g., weekly visits), including supervision and engagement.
- Assist with organising and facilitating enrichment opportunities, including liaising with external providers.

### Wider Responsibilities (Shared Across Staff)

- Participate in the on-call system, including:
  - Supporting students with regulation
  - Facilitating movement breaks
  - Contacting external organisations regarding enrichment and support opportunities

### Key Skills & Attributes

- Ability to plan and deliver structured learning activities independently
- Strong communication and organisational skills
- Experience supporting students with additional needs
- Ability to build positive relationships with students, staff, and external partners
- Proactive, flexible, and able to respond effectively to a dynamic school environment
- Uses a relational, therapeutic approach to build trust and support positive outcomes.

## Person Specification

# Higher Level Teaching Assistant

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS, TRAINING and EXPERIENCE</b>			
A good general education. Minimum of GCSEs Grade C or above, or the equivalent, in Maths and English	✓		Application form and interview
HLTA status or willingness to gain HLTA status		✓	Application form and interview
Education to A Level or its equivalent and beyond		✓	Application form and interview
Competent in Microsoft Word, Excel and Arbor		✓	Application form and interview
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓		
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
Experience of working with children with SEN, preferably at secondary age.	✓		Application form and interview
A commitment to safeguarding the welfare of children	✓		Application form and interview
<b>KNOWLEDGE, SKILLS, PERSONAL QUALITIES &amp; ATTRIBUTES</b>			
Ability to plan and deliver structured learning activities independently	✓		Application form and interview, professional references
Strong communication and organisational skills	✓		Application form and interview, professional references
Ability to build positive relationships with students, staff, and external partners	✓		Application form and interview, professional references
The ability to maintain confidentiality	✓		Application form and interview, professional references
Friendly and patient manner.	✓		Application form and interview, professional references
Proactive, flexible, and able to respond effectively to a dynamic school environment.	✓		Application form and interview, professional references
Uses a relational, therapeutic approach to build trust and support positive outcomes.	✓		Application form and interview, professional references
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references

*Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.*