



Wright Robinson College

HIGHER-LEVEL TEACHING
ASSISTANT HLTA

RECRUITMENT INFORMATION



OUR MISSION STATEMENT

VALUES & ETHOS

Our Values



All members of our college community will be given every opportunity to develop and achieve their full academic potential.



All members of our college community will contribute to ensuring that we provide a safe, secure and caring environment.



All members of our college community will celebrate the diversity of our community and celebrate our successes and achievements as one.



All members of our college community will demonstrate resilience at times of adversity.



All members of the college community will treat others with respect.



All members of the college community will be treated fairly.



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Team Wright Robinson is fully committed to inspiring its students to achieve academic excellence, good character and resilience. This will enable our students to be instrumental in contributing to and shaping British Society in an internationally competitive world.



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A WARM WELCOME

Thank you for your interest in working at Wright Robinson College. I am immensely proud to be Headteacher at the College. In our recent 2021 Ofsted report, we have maintained our 'Outstanding in all Areas' status from 2016. Visitors, and Ofsted comment on the exemplary behaviour demonstrated by our extremely courteous and respectful students and upon the calm and welcoming atmosphere here at Wright Robinson.



We are an 11-16 provision and place ourselves at the heart of the community, a college that prides itself on equipping our students with the knowledge and skills to influence an ever-changing, internationally competitive world.

Staff support, wellbeing and CPD is really important to us here at Wright Robinson which was reflected in our 2021 Ofsted report:

"Staff are exceptionally proud to work at Wright Robinson. They benefit extremely well from leaders' genuine desire to manage workload and care for their well-being. Leaders provide extensive opportunities for teachers to access subject training and to work collaboratively."

We have over half a century's experience in educating young people which is illustrated through our results in public examinations, where our students consistently perform at rates significantly higher than the expected norms.

Students are taught by academic specialists with a passion for their subject, creating an environment where our students

believe that anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

Our 'Team Ethos' permeates all aspects of college life, a life which here at Wright Robinson is so much more than what happens in the classroom. We seek applicants who can align with our culture of mutual respect, a positive outlook and a 'can-do' approach. The college has state of the art facilities creating, for staff and students alike, an attractive site and a pleasant working environment.

Our sporting successes are nationally renowned and our work in areas such as music, drama and art further enrich the student experience.

I am extremely pleased that you are interested in applying to work at Wright Robinson College and I look forward to receiving your application.

A handwritten signature in black ink that reads "Martin Haworth". The signature is written in a cursive style.

Martin Haworth
Headteacher



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VISIONS & VALUES



WHO WE ARE

The Flagship Learning Trust was established in 2019 with a vision to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust chose to identify as 'Flagship' as it was founded in Wright Robinson College, which is not only identified flagship PFI school building but the college itself is committed to leading the way in education.

Social mobility, self-belief and teamwork are key elements of the Trust's ethos and purpose. We believe that it is not the academic ability which separates us in life but our character; therefore we work hard through teamwork to develop the following qualities in our students:

Self-belief – Self esteem
– Self determination – Self-discipline
– Self-expression – Self-respect

Our schools may always be judged by the results they achieve, however we believe that they are defined by their ethos and culture.

FLT VISION (Aim)

Inspire. Believe. Achieve.

The aim of the Flagship Learning Trust is to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust aims to inspire every student to believe in themselves in order to achieve.

FLT ETHOS (Character)

Inspire. Believe. Achieve

The core culture of the Flagship Learning Trust centres around respect, collaboration, teamwork and leadership. We believe that having strong leadership, clear goals and working together in an environment of mutual respect, ultimately results in positive outcomes.

FLT VALUES (Principles)

TEAMWORK

Everyone working together for the common goal. We believe that to have a strong team, every team member is important and their contributions valid.

RAISING ASPIRATION

Encouraging our pupils and staff to aim high in order to achieve their goals.

COMMUNITY

Building relationships with pupils, staff, parents and the areas served by our schools to improve the educational experience for our students.



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Wright Robinson College

Headteacher: Martin Haworth

Higher Level Teaching Assistant (HLTA)

Grade 5 SCP 13-19 £24,948 - £27,852 FTE (Actual salary term-time only £20,908 - £23,342)

Start Date: ASAP

Contract: Full Time. Permanent. Term Time Only.

We have an exciting and rare opportunity to join our supportive and successful team as a Higher Level Teaching Assistant (HLTA). Within the role, you will support the SENDCO in ensuring that quality provision is provided for our SEND students by coordinating the daily timetable for a team of learning support assistants. Furthermore, you will support SEND students with a range of needs in class and during interventions and support the SENDCO with administrative tasks including coordinating and developing resources for SEND students.

We are looking for applicants with experience of working with young people with SEND. Ideally you will have proven success working as part of an effective team and demonstrate the ability to show initiative and lead a team.

Wright Robinson College is outstanding in every area of the Ofsted Inspection Framework 2021. As an 'Outstanding School,' we are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

You will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, you will be provided with free access to on-site gym facilities and on-site parking. Located on the east side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Ward on 0161 370 5121.

For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:

<https://www.wrightrobinson.co.uk/Vacancies-Non-Teaching/>

Closing date: 9am on Friday 29th September 2023

Interviews to be held w/c 2nd October 2023



Statement on Equality

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Statement on Safeguarding

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employment offers are made subject to an enhanced DBS check and satisfactory references. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available on our website.



Wright Robinson College

Headteacher: Martin Haworth

Higher-Level Teaching Assistant (HLTA): Job Description

JOB TITLE

HLTA

SCALE/SALARY

**Grade 5 SCP 13-19 £24,948 - £27,852 FTE (Actual salary term-time only £20,908 - £23,342)
Full Time. Permanent. Term time only**

RESPONSIBLE TO:

SENDCo

JOB PURPOSE

To support the SENDCO in coordinating the daily timetable for the Learning Support Assistants. To support the SENDCO in coordinating and curating the intervention timetable. To carry out a range of interventions and collate data for the SENDCo. To support SEND students with a range of need in class and during interventions. To support the SENDCO with administrative tasks including supporting with resources for SEND students.

Duties and Responsibilities

1. To oversee the team of Learning Support Assistants (LSAs) and coordinate daily timetabling – including updating this timetable in case of staff absence.
2. To support the SENDCO with the creation of intervention timetables for SEND and EHCP students.
3. To implement and lead on different interventions to support a broad range of SEND needs.
4. To collate data for the SENDCO to ensure progress can be monitored and tracked for EHCP and SEND students.
5. To support EHCP and SEND students directly in class as and when need requires.
6. Supervise and provide specific support for SEND students in and outside of the classroom, ensuring their safety and access to learning activities.
7. Liaise with staff to support the planning of LSA provision across subjects and for the team of LSAs.
8. To support the literacy and numeracy development of SEND students
9. To feedback to key post holders on provision and interventions offered to SEND students.
10. To report back to the SENDCO about Quality First Teaching provision offered across college and suggest appropriate support where appropriate.
11. To offer advice and guidance to teachers about SEND and EHCP students in discussion with the SENDCO.
12. Contribute to maintaining student records, information and data and assisting the SENDCO in developing and maintaining student passports.
13. To support systems which document and monitor one to ones with SEND students.
14. To ensure information, reports and feedback about SEND students are organised and filed appropriately.

15. To contribute to the general administration of the SEND department under the direction of the SENDCO.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.



Higher-Level Teaching Assistant (HLTA): Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
▪ Holder of a higher level teaching assistant accreditation	D	AF
▪ High standard of education including numeracy and literacy skills equivalent to GCSE English and Maths (Grade A-C) or above	E	AF
KNOWLEDGE AND SKILLS		
▪ High level of oral communication skills including the ability to communicate effectively in a variety of situations, face to face, by telephone or in a large group	E	SP
▪ Excellent organisational skills	E	AF
▪ The ability to work under your own initiative, whilst appropriately escalating matters as required	E	AF
▪ To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	AF
▪ Knowledge of relevant SEND legislation and Code of Practice, and an understanding of its implications in practice	D	SP
▪ Knowledge of school practices and processes, and how pupils with SEND are likely to make good progress	D	AF
▪ Demonstrate effective skills in conflict resolution	D	SP

PERSONAL QUALITIES		
▪ The ability to maintain confidentiality at all times	E	AF
▪ Able to demonstrate a high level of personal resilience in demanding situations	E	AF
▪ A commitment to your own continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust.	E	AF



WHY WORK FOR US?



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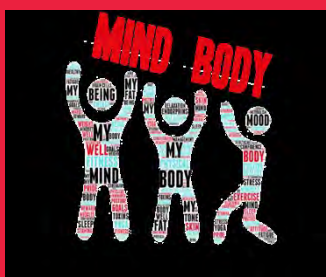


STAFF BENEFITS

BUPA Healthy Minds Employee Assistance Programme (Free

- access to telephone or face-to-face counselling
- State of the art facilities, including on-site gym/swimming pool
- Cycle to work scheme
- Local Government Pension Scheme/Teacher's Pension Scheme
- Strong programme of CPD/Staff development
- A focus on staff work-life balance and well-being
- Staff sports events/Fitness Friday
- Staff library provision

<https://www.wrightrobinson.co.uk/Vacancies/>



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OFSTED REPORT

OUTCOME

Wright Robinson College was inspected in October 2021 and continues to be an outstanding school.



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WHAT IS IT LIKE TO ATTEND THIS SCHOOL?

Pupils are proud to be part of this exceptional school. They are adamant that it is a safe, happy and harmonious place to learn. Pupils thoroughly enjoy coming to school to learn. They say, 'Every aspect of school life is about teamwork.'

All pupils, including pupils with special educational needs and/or disabilities (SEND), achieve exceptionally well. The ambitious curriculum motivates and engages pupils to work extremely hard. Staff have very high expectations of each of them.

Pupils concentrate fully on their learning. They relish the opportunity to master new challenges. Pupils are highly appreciative of the learning opportunities that teachers provide. Pupils are fiercely proud of their successes.

Behaviour is exemplary. Pupils are extremely courteous and respectful. Pupils of all ages get along exceedingly well. They are accepting of each other's differences. Pupils have no concerns about bullying. They said that it would be 'out of the ordinary'. Should any bullying occur, pupils are confident that teachers will 'shut it down immediately'.

Pupils spoke with great pride about the extensive range of leadership, charitable and enrichment opportunities on offer. They delight in developing new skills and in finding new ways to contribute to the wider community. Pupils develop into highly confident, articulate and responsible young adults who are ready to 'shine' in the world.

WHAT DOES THE SCHOOL DO WELL AND WHAT DOES IT NEED TO DO BETTER?

Leaders, governors and trustees have created a distinctive school with a clear purpose. They are deeply committed to ensuring that every pupil can flourish, irrespective of their personal circumstances. A culture of high aspirations and a can-do approach to learning pervade the school.



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