



Hillcrest School & Sixth Form Centre

Job Application Pack

Higher Level Teaching Assistant Lead Practitioner - Social Emotional, Mental Health Needs (SEMH)

Temporary Maternity Cover Post
Required from September 2025 until postholder returns

*'Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack, along with the information on our school website, useful.

Hillcrest School is an all-girls school for students aged 11 to 16, with a mixed sixth form, located on a greenfield site in the Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and the surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013, and following short inspections in July 2017 and September 2022, retained its 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next full inspection.

The Hillcrest approach to teaching and learning is underpinned by evidence-based research, and staff regularly engage in professional development both within the school and externally, including attending ResearchEd Conferences and undertaking NPQ studies.

Teachers focus on key effective classroom strategies encompassing the work of Teach Like a Champion, Teaching WalkThrus, and the EEF.

At Hillcrest, we provide each student with the opportunity to achieve their full academic and social potential. We combine the best of traditional values with the latest in teaching methods and extra-curricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified teaching staff and support staff committed to delivering quality administration and support services to our school.

We would like to hear from you if you are interested in providing exceptional support to our staff and students within a forward-thinking, hardworking school community.

Thank you for your interest in our school. I want to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher



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Hillcrest School & Sixth Form Centre

Advert - Higher Level Teaching Assistant Lead Practitioner - Social Emotional, Mental Health Needs (SEMH)

**Temporary Maternity Cover post
Required from September 2025 until return of postholder.**

30 hours per week, Term Time Only
Salary: Grade 4 (Full time £33,366 - approx. pro rata part time salary is £24,083
(pay award pending)

We are seeking to appoint a highly motivated and enthusiastic Higher Level Teaching Assistant who will contribute to the SEN department.

We are looking for a temporary Higher Level Teaching Assistant who has/is:

- Dedicated and motivated who strongly believes in teamwork and building positive relationships across the school.
- Excellent written and oral skills.
- The ability to communicate effectively with children, staff and parents.
- Will contribute positively to the teaching and learning of our students.
- Is committed to raising standards within a broad and balanced curriculum.
- Has the ability to develop children's wellbeing and self-esteem.



Closing date for applications: Friday 27 June 2025 12:00pm

Interviews to be held on: Thursday 3 July 2025

Visits to the school are welcome: Please contact the school on
0121 464 3172 to arrange a visit.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.





Hillcrest School & Sixth Form Centre

Job Description

Job title:	Higher Level Teaching Assistant Lead Practitioner - Social Emotional, Mental Health Needs (SEMH)
Department / Location:	Learner Support
Accountable to:	Assistant Headteacher SENDCo
Salary Grade / Range:	Grade 4
In conjunction with teaching staff aim to maximise access to learning for students; contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.	
Work Performed	
<p>To be a Lead SEND Practitioner for Hillcrest School and Sixth Form Centre, and an advocate of all SEND students.</p> <p>To uphold the integrity of the SEND Code of Practice (2015) in all aspects of the role.</p> <p>To support and contribute to the development of the Learner Support department and Hillcrest's Local Offer, under the direction of the AHT SENDCo, and in collaboration with departmental staff.</p> <p>To maintain accurate and regular records of intervention using the whole school Provision Map; and to make these available for inspection upon request by the AHT SENDCo or another senior member of staff.</p> <p>To engage in a dialogue with stakeholders about the assess, plan, do, review cycle, and to advise/assist in the preparation and development of resources required for this process.</p> <p>To administer assessments - using agreed tools - and analyse outcomes, to develop evidence-based interventions for SEND students – as directed by the AHT SENDCo and in collaboration with departmental staff.</p> <p>To work directly with allocated key students, to maintain personal confidence, promote positive behaviour, and encourage independence – in accordance with the Preparation for Adulthood Framework</p> <p>To support the learning of students with SEND within a structured teaching situation and deliver small group or individual intervention programmes as directed.</p> <p>To understand how students learn and how to create and maximise learning opportunities.</p> <p>To be aware of subject/curriculum learning intentions and to assist students in making progress towards these.</p>	

To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.

To monitor and provide feedback to students about their progress

To supervise assigned students where required, to ensure their health and safety.

To contribute to any multi-disciplinary discussion of the students' needs/progress.

To participate in relevant staff development activities.

To become familiar with, understand, and adhere to Hillcrest School policies and procedures.

Undertake line management responsibilities of other TAs where appropriate.

Participate in meetings as required.

Manage the CPD for TAs focussed on priorities agreed with the AHT SENDCo

Provide information and reports as required on the achievement and progress of key students/SEND cohorts

In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made

Assist with the supervision of pupils outside of lesson times, including before and after school, and at lunchtimes.

Accompany teaching staff and pupils on visits, trips, and out-of-school activities as required, and take responsibility for a group under the supervision of the teacher.

A HLTA can be expected to take up to 6 per week (or 60%) whole class specified work sessions. Specified work includes planning, delivery, and assessment of a lesson. HLTAs will be under the direction of teachers. They may also be asked to take the lead role in home visits if required.

Specific Responsibilities

Under the Direction of the AHT SENDCo:

- Lead on SEND support for the area of SEND SEMH needs
- To oversee the day-to-day administration of the SEMH cohort, supported by Educational Psychology and other specialist agencies, as directed
- To manage and maintain the SEND Provision Map
- Collaborate with Lead Practitioner in developing and overseeing daily SEND Provisions for students with SEND needs; with a focus on SEMH. This includes the strategic allocation of TA time and the writing of One Page Profiles.
- Support the AHT SENDCo through strategic liaison with relevant outside agencies to ensure that students with an EHCP/SSPP and/or SEND Management Plans are supported effectively, in accordance with their statutory documents.
- Support the Learner Support Department, as the strategic link for SEND Safeguarding updates and accompanying actions, as directed by the AHT SENDCo - including liaison with external agencies, DSL and Senior Learning Mentor.

- Deliver targeted support/intervention for (small group/1-1/workshops) for identified SEND students; particularly those identified as SEMH
- Develop department and whole school knowledge and empathy for SEND SEMH, to maximise school attendance and access to learning in the classroom
- Deliver effective, relevant professional development training to Teaching Assistants
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To establish positive relationships with parents/carers of students with SEND and SEND SEMH needs; discuss specifics of the SEND provision for their child – within Hillcrest's Local Offer
- To lead parent(s) meetings of key students – particularly, those identified with SEND SEMH.
- Ensure that all necessary staff are kept regularly informed of SEND student/provision updates
- Working with teaching/support staff to ensure that Emotion Coaching pedagogy and One Page Profiles are utilised effectively, and support student needs successfully – guided by specialist agency and/or Emotion Coaching Lead, where relevant.
- To provide relevant guidance to teaching staff, with regards to appropriate teaching and learning methods; to meet the individual needs of students with SEND/SEMH.
- To monitor the progress of students with identified SEND SEMH needs – using whole school information platforms e.g. Class Charts, BromCom - and advise the AHT SENDCo.
- To support/lead meetings with SEND staff; communicate key information to support/teaching staff – where required
- To attend whole school events and Locality SEND forums - representing SEND staff/team, as required
- To complete any necessary DSL/refresher training



Hillcrest School & Sixth Form Centre

Person Specification

Job title:	Higher Level Teaching Assistant Leader Practitioner Social Emotional, Mental Health Needs (SEMH)
Department / Location:	Support Staff
Accountable to:	Assistant Headteacher SENDCo
Salary Grade / Range:	Grade 4
Experience	<ul style="list-style-type: none"> • Recent experience of Teaching Assistant work (or relevant equivalent) • Working with young people of secondary age. • Recent experience of working with SEND learners. • Relevant experience of working with young people with Social, Emotional and/or Mental Health needs (SEMH) • Experience of using IT skills effectively to track and monitor progress, to support learning. • Working collaboratively, as part of a team. • Ability to work in a way to promote the safety and wellbeing of children and young people. • Experience of leading and managing staff • Have HTLA status, QTS status or appropriate, relevant qualification
Skills and Abilities	<ul style="list-style-type: none"> • Working knowledge of the SEND Code of Practice (2015) • Good understanding of numeracy/literacy skills • Working knowledge of the HLTA standards • Working knowledge of common ICT applications, especially Microsoft Word, Excel and Outlook and Teams. • Effectively plan and prioritise regular and irregular tasks, with initiative • Clarify and explain instructions to students • Communicate effectively and positively with students/adults • Motivate pupils to learn • Assist with the organisation of the learning environment • The attribute to problem solve • Maintain records and data for interventions and student files • Work effectively with adult team members • The ability to lead successfully

	<ul style="list-style-type: none"> • Maintain confidentiality • Ability to work under pressure and at pace, productively • Positive approach to tasks and able to promote a 'can-do' attitude • Uphold professional integrity at all times
Education and Qualifications	<ul style="list-style-type: none"> • Have HTLA status, QTS status or appropriate, relevant qualification • Educated to at least GCSE level (including Maths and English)
Other Requirements	<ul style="list-style-type: none"> • Recent Safeguarding training • Recent CPD for SEMH needs • Must be able to work flexibly and within contracted hours. • Attendance at meetings, home visits, INSET, parent's evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment.

How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: recruitment@hillcrest.bham.sch.uk.

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.