

HLTA RECRUITMENT PACK



Inspiring children through creativity, challenge and confidence



Westende Junior School
Seaford Road
Wokingham RG40 2EJ
www.westende.wokingham.sch.uk

Higher Level Teaching Assistant

We are a happy, inclusive and family orientated school with a strong community ethos within Wokingham.

Our aim is to provide a nurturing, inclusive and inspiring learning environment which develops happy, confident children and ignites their passion for learning. Our staff are highly dedicated and will always go the extra mile to ensure that every child is valued, inspired and engaged. This is achieved through a creative and forward-thinking curriculum where we aim to inspire children and prepare them for the next stage in their lives.

We are looking to recruit a committed and caring higher level teaching assistant to work within our ASC resource to support a pupil with complex special educational needs

We are looking for a higher level teaching assistant who is:

- passionate about the development of our children
- committed to high professional standards
- experienced in teaching autistic learners
- able to build positive relationships and communicate at all levels
- able to demonstrate suitable SEN experience/qualifications
- calm and patient even in difficult situations
- able to adapt learning according to the children's needs
- able to deal with challenging behaviour in an effective and supportive way
- flexible and able to work on own initiative

We can offer:

- a warm welcome into a supportive team
- a commitment to your professional development
- a supportive network of parents and local advisors
- friendly and enthusiastic children

Further details can be obtained from Catherine Churchill, School Business Manager, please telephone to discuss the position on 0118 978 6682, or email finance@westende.wokingham.sch.uk
Visits to our school are warmly welcomed.

Closing date for applications is 9 a.m. Monday 27th September
Interviews to be held as soon as possible

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references

Job Description – HLTA

Salary	The Circle Trust's Support Staff Pay Scale Grade 5
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Terms and conditions

Contract:	Temporary
Hours per week:	32.5 hours per week
Hours of work:	8.30am to 3.30pm with half an hour for lunch
Reporting to:	SENDCo and Class Teacher

Aim and main purpose of the job

- To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy in the pursuit of high standards of pupils' achievement;
- To look after school children during lunchtimes and make sure that they are safe;
- To supervise pupils in the dining hall, playground and school premises.

Duties and Responsibilities

- Supporting learning for individuals and small groups in the ASC Resource under the guidance of the classroom teacher and assist with the planning and implementation of lesson plans and facilitate more ambitious learning activities;
- Organise and manage appropriate learning environment and resources, to include teaching and learning objectives;
- Undertake the activities and strategies agreed for individuals and small groups. Regularly report back to the teacher on pupil's progress and areas of concern;
- To deliver additional therapies in line with the pupil's Education Healthcare Plan;
- Work with the teacher on individual and group programmes of work, liaising with individual targets and devising strategies to work the targets identified for the pupils;
- Assist in liaison with other professionals respecting confidentiality and contribute to the observation, record keeping and assessment of pupils;
- Working in partnership with parents sharing information for the benefit of the children and provide relevant information as required for the evaluation of projects, under direction of teacher;
- Attend staff meetings and planning sessions and INSET Training as required;
- Participate in lunchtime duties as directed by the Acorns Class Teacher;
- Escort pupils on school educational trips, as required.

This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of staff are expected to be flexible to ensure the most effective organisation and delivery of support in the Trust

Person Specification

Key Criteria	Person Specification: Essential	Person Specification: Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Holds an HLTA qualification or NVQ3 • GCSE or equivalent level in English and maths • Has additional SEND qualifications and experience 	<ul style="list-style-type: none"> • Qualified ELKAN practitioner • First Aid
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Confident and willing to work as part of a team • Strong understanding of the needs of autistic learners • Have a working knowledge of the SEN Code of Practice • Be able to communicate effectively with students • Be professional at all times • Have an understanding of how to use diagnostic assessment • Be organised and efficient with time management and planning • Contribute to the overall ethos/work/aims of the school • Participate in training and other learning activities and performance development as required • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead 	
Work related personal requirements	<ul style="list-style-type: none"> • A sense of responsibility and integrity • Positive attitude towards personal development and training • Openness to learning and change • Have an ability to build positive relationship with both children and adults • Be committed to working in a team • Display enthusiasm, patience and flexibility in the post • Have high expectations for behavior and learning • To maintain confidentiality • Calm and patient even in difficult situations • Able to deal with challenging behaviour in an effective and supportive way • Able to achieve sensible work life balance to ensure health and well-being 	