**Student Well-Being Team -**

**Inclusion Team**

**Communication HLTA**

**1 Full time position**

**(2 days HLTA / 3 days TA Lv3)**

**33.5 hours per week for 39 weeks per year**

**(including curriculum days)**

**£23,598 - £26,012 (Actual)**

Are you passionate about making a difference in the lives of our students and their families?

We have an exciting opportunity for a Communication Assistant to join our Inclusion Team and become part of our highly skilled and supportive team of staff, actively led by our Deputy Headteacher Quality of Inclusion. This is a full-time position, you would work as HLTA across classes 2 days a week and in class 3 days a week as a Level 3 Teaching Assistant. We welcome applications from staff interested in part-time work.

We are looking to appoint an inspirational and energetic practitioner who is willing to go above and beyond to support our students and their families to achieve:

**‘Beyond Expectations’**

Our School:

Talbot Specialist School is a recently inspected good school for students aged 11-19 with Cognition and Learning Difficulties – including emotional needs, behavioural needs, profound and complex learning difficulties and autism. Our main school site is based in the South of Sheffield, situated on the same site as Newfield School. Our Post 16 students also access provision at three other sites across the city. Altogether we serve approximately 250 young people and their families from across the city. All our sites offer high quality facilities which enable our students to be as independent and prepared as possible to have purposeful and fulfilled adult lives. We actively seek opportunities to promote inclusion and work closely with Newfield and other Sheffield Special Schools.

We have a new leadership team in place and are developing our provision to include learning at different sites across the city. This is an exciting time to join the school and to be part of our amazing journey!

Are you:

* A highly effective or aspiring HLTA, with good communication skills who can motivate and encourage colleagues
* Able to reflect and work in partnership with colleagues, families and other agencies as part of a multi-disciplinary team
* Knowledgeable about SEND, understand procedures, documentation and have experience of working with other professionals
* Knowledgeable about how to support students’ COMMUNICATION, and willing to drive your own professional learning to ensure we continue to maximise our students’ opportunities to have their voice heard
* Creative in your engagement with technology linked to communication (eg AAC, switches)
* Experienced in working with young people with profound and complex learning difficulties and/or ASD
* Motivated to build on your existing skills

If you are the type of person who fits with our culture, you will love working here, and we will offer you:

* Support and leadership from a highly experienced senior leader and Inclusion Team
* On-going professional development
* A committed and enthusiastic team who work together to find solutions

Candidates should be willing to take responsibility for basic care and hygiene as part of their duties to ensure that the students can gain full access to the curriculum.  This includes meeting personal care needs and feeding.

Undertaking training in the following areas will be a requirement: Moving and Handling, Makaton Signing, Team Teach (Positive Handling Techniques), Safeguarding and Medical Needs.

If you believe you have the skills, energy and vision to support our students, we would be delighted to hear from you.

We would encourage you to take a look at our website: [www.talbotlearningcommunity.org.uk](http://www.talbotlearningcommunity.org.uk)

If you would like to talk to anyone about the post, or would like to arrange a visit, please contact Charlene Shaw, HR and Office Manager, 0114 2507394, [HR@talbot.sheffield.sch.uk](mailto:HR@talbot.sheffield.sch.uk)

**Closing date: Thursday 10th July 2025 at 11:00am**

**Short-listing: Thursday 10th July 2025 in the afternoon**

**Interview: Monday 14th or Wednesday 16th July 2025**

Application packs are available by contacting Charlene Shaw, HR and Office Manager, 0114 2507394, [HR@talbot.sheffield.sch.uk](mailto:HR@talbot.sheffield.sch.uk)

Please send completed forms to Charlene Shaw, HR and Office Manager, 0114 2507394, [HR@talbot.sheffield.sch.uk](mailto:HR@talbot.sheffield.sch.uk)

The selection process involves shortlisting candidates through the matching of information from the application form and accompanying letter/statement to the person specification.

**Talbot Specialist School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore, if successful, you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.