



Application Pack

www.shuttleworthcollege.org



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of HLTA Year Lead - SEND at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

We are seeking to appoint a dedicated individual with a thorough and meticulous working approach to carry out this essential role with our SEND team. The successful candidate should have the skills and experience to offer excellent support to the SENCO, as well as the mindset to solve problems and overcome challenges.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent guidance and support from an experienced and committed SENCO and wider SEND Team, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Karen Lightfoot
Headteacher



Job Description

Responsible to: SENCO

Purpose

To provide robust and high quality SEND provision for the year group which supports the student, their family and teachers. To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

Main Activities and Responsibilities

- To hold overall responsibility for all PPPs for the year group
- Implementation of in-class support strategy with TAs supporting the year group
- Co-ordination and supervision of the work of Teaching Assistants and to hold team meetings as appropriate.
- SEND Referrals & testing for the year group
- Responsibility of referrals for the year group into school-based interventions
- Accurate record keeping through CPOMs of all SEND information
- To have robust communication with all staff to allow them to support year group effectively
- Clear and supportive communication with students and their families around all SEND related information
- Update all internal shared records regarding provision and waiting lists
- Update and share weekly intervention timetables
- Contribute to enhanced behaviour support for students within the year group
- Referral to outside Agencies
- Contribution to and completion of Early Help Assessments
- Make requests for assessment for EHCP
- EHCP Review & Costings
- Transition activities from one year group to the next including primary transition if appropriate
- Contribution to Staff SEND Briefing
- Contribution to Faculty SEND Briefing
- SEND CPD
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and invigilate examinations.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.
- Any other appropriate or relevant tasks as delegated by line manager.

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
Recognised and relevant NVQ Level 3 qualification or equivalent.	E	A
Degree qualification or working toward	E	A
Level 2 or equivalent qualification in	E	A
English/Literacy and Mathematics/Numeracy		
HLTA status	D	A
Experience		
Experience of working with children	E	A, I
Experience of working in a classroom environment	E	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D	A, I
Staff management experience	D	A, I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	A, I
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	E	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	E	A, I
Administrative skills	D	A, I
Knowledge of Foundation Stage/National curriculum	D	A, I
Knowledge of numeracy and literacy strategies	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Ability to organise, lead and motivate a team	E	A, I
Flexible attitude to work	E	A, I
First aid/Paediatric First Aid Certificate	D	A

Other Commitment to undertake in–service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work	E E E	A A, I R
---	-------------	----------------

Note: We will always consider your references before confirming a job offer in writing

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

