



South Charnwood High School

'encouraging excellence, valuing people'



Higher Level Teaching Assistant

Applications for Full or Part time considered



Higher Level Teaching Assistant

Post: HLTA

Hours: Full time or part time considered

Salary: Grade 8 points 15 to 18 FTE £27,717 to £30,066

Contract: Permanent

Start: As soon as possible

We are seeking to recruit an enthusiastic and inspiring HLTA to this highly successful, over-subscribed 11-16 School. Our Learning support team has a great track record of success for its pupils and is well supported by the wider school community.

Are you:

- Experienced in Primary or SEND?
- Proactive and innovative?
- Excited by the prospect of working with highly motivated pupils?
- Committed to developing exciting learning for pupils with additional needs?
- Dedicated to making a difference to young people?

If the answer is 'yes' to these questions, then we would love to talk to you!

We can offer you the chance to develop in a school with:

- Highly motivated, responsive pupils
- Well-equipped departments
- A fantastically supportive team of colleagues
- A strong ethos of supportive professional development
- Cycle to work scheme

Further information about South Charnwood High School is available at our website

www.southcharnwood.leics.sch.uk

Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. You are also very welcome to visit us prior to application. Completed applications should be sent to recruitment@southcharnwood.org

Closing date for applications: 9.00am, Monday 02 December 2024

Please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable candidate or number of applications are received before the official closing date.

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential

'South Charnwood High School – Committed to Safeguarding Children and Young People'

Letter from the Headteacher

Dear Applicant

Thank you for taking interest in the post of HLTA to start at South Charnwood High School as soon as possible. I hope you find the following details informative as you consider the opportunity of joining our very successful school.

At the heart of my educational philosophy is a conviction to ensure that every child achieves their full potential; academically, socially, morally and personally. We have a duty to provide an outstanding and exciting curriculum that strives for excellence so that no pupil underachieves. Pupils should be given opportunities to take responsibility for themselves and their own learning. Our young people deserve expert care, support and guidance from staff, parents and the wider community to help them make informed decisions. Every pupil must feel able to develop their own unique personal qualities, to develop high self-esteem, self-worth and self-respect as they become the young adults of the future. We have very high expectations of both staff and pupils.

Having converted from a 10-14 high school to an 11-16 academy in 2014, the school has sustained outstanding GCSE results year on year demonstrating that our pupils make much better progress than similar students nationally. The school is oversubscribed and pupils are highly motivated to succeed. Our Progress 8 score has consistently been positive with a score of +0.30 in both 2022 & 2023. In addition, we ensure that all Year 11 pupils receive support and guidance to apply for suitable post 16 courses.

You would join an enthusiastic and committed team of professionals that strive to support our most vulnerable pupils with a range of special educational needs. There are currently 174 pupils with SEND (20% of school population) which has almost doubled in the last 3 years – almost 3% of pupils have an EHCP. To support the ongoing work of the Learning Support team, we have invested £400,000 to build a more effective base with breakout rooms for individual and small group work. The school has a strong reputation for supporting our pupils to make significant progress from a range of starting points. Through the provision of mentoring, tutoring, academic interventions and nurture, we enable our pupils to become successful, independent learners, whatever their needs.

At South Charnwood, we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the development of pedagogy based on research, best practice and our excellent links with other schools. In addition, we offer individualised CPD pathways which support staff at all stages of their career progression including National Professional Qualifications.

We are totally committed to raising aspirations and achieving fantastic outcomes for all pupils. Therefore, we are seeking to appoint an enthusiastic & dynamic Health & Social Care practitioner to build on the achievements of the past and support the department to further outstanding success in the future. If you have the desire to work hard, believe in a holistic approach to education and want to transform lives, with the full support of experienced colleagues, then this is a very exciting opportunity. I look forward to receiving your application.

Simon Andrews

November 2024

Job Description

Post Title	Higher Level Teaching Assistant (HLTA)
Overall responsibility	Teaching small group interventions, 1:1 literacy support, mentoring, safeguarding pupils, key worker responsibilities
Reporting to:	SENDCo
Salary/Grade	Grade 8 - points 15 to 18

Overall Responsibilities:

An HLTA will work under the direction and supervision of the SENDCo to contribute to the planning, delivery and evaluation of learning activities for groups and individual pupils. Specified work may be delivered to groups of up to 10 pupils, without the presence of a teacher, on an ongoing basis as part of routine timetabling and/or on a more ad hoc basis as part of the schools strategy for planned absences of up to 3 days.

Main Duties:

- To contribute to the planning, delivery and evaluation of small group learning activities
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
- To plan individual literacy lessons for pupils on the SEND Record.
- To be responsible for using Learning Support multi-sensory resources and creating an individualised approach to ensure pupils can access the learning objective.
- To recognise and set/plan learning objectives and deliver them effectively, taking pupils SEND needs into consideration.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To administer a range of assessments and analyse the scores, using these to plan the best support and outcomes for pupils.
- To act as a 'key worker' for pupils, being the point of contact for parents / carers, external agencies and staff.
- To write pupil passports therefore sharing SEND information with wider school staff.
- To liaise with parents/ carers and sometimes outside agencies (CAMHS/Autism Outreach/Speech and language, hearing impaired/vision impaired/social care/educational psychologists/ HBEP) including meeting with parents/carers as part of the SEN review process to review targets and progress made.
- To liaise with the Behaviour and Inclusion managers and Alternative provision coordinator as necessary.
- To write reports for parents, external agencies and SENA (overseen by SENDCo) and attend parents evenings, staff meetings and SEND review meetings as required.
- To write letters/emails and make phone calls to parents and outside agencies as required.
- To liaise with teaching staff and other members of the Learning Support or pastoral departments regarding key students.
- To provide a mentoring / nurturing environment for students to support their emotional wellbeing as well as academic progress.

- To be part of the staff duty team.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To cover for absent colleagues (teachers or support staff), for planned and unplanned absences.
- Any other duties as required by the SENCO commensurate with the job title and grade.

Other Duties

- Attend, from time to time, training courses, conferences, seminars or other meetings as required by training needs and the needs of the school.
- Be aware of and apply the school's policies and procedures
- Promote and model good relationships with pupils, colleagues and parents.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate and contribute to the organisation of school visits and trips that complement learning.
- Supervise pupils outside lesson time in morning and afternoon sessions, for example during lesson changeovers

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

South Charnwood High School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Personal Specification

Qualifications and Experience

1	HLTA status (or QTS)	.		A
2	Level 2 qualification in maths/numeracy and English/literacy	.		A
3	Experience of teaching pupils at Primary age education, particularly teaching Year 5/6 content		.	A
4	A clear understanding of the features of high quality teaching and learning	.		A
5	Commitment to the safeguarding of all learners	.		I, R
7	Commitment to helping vulnerable pupils	.		I, R
8	Evidence of recent appropriate professional development.	.		A, R
9	Knowledge and understanding of Safeguarding practice	.		A, I
10	Experience of working with students with social, emotional and mental health needs		.	A, I
11	Understanding of alternative and therapeutic interventions for student progression.		.	A, I
12	Experience with managing challenging behaviour.		.	A, I

Skills

13	Excellent IT skills	.		A, I
14	Ability to communicate effectively with pupils, colleagues and a variety of other stakeholders	.		A, I
15	Understanding the need for confidentiality	.		I, R
16	Ability to work hard under pressure while maintaining a positive, professional attitude	.		I, R
17	Ability to organise and prioritise workload and work on own initiative	.		A, I, R

Personal Attributes and Behaviours

18	Adaptability and flexibility to changing circumstances and new ideas	.		I, R
19	A belief that schools have a responsibility to prepare pupils for their lives - not just for exams	.		A, I, R
20	Creative, courageous and resilient	.		I, R
21	Sustain personal motivation and that of colleagues	.		A, I, R
22	Willing to take responsibility and ownership	.		A, I, R
23	Team player	.		I, R
24	Evidence of a sense of humour, commitment and enthusiasm.	.		I, R
25	Evidence of self-motivation and the ability to be self-critical, and to evaluate own performance.	.		I, R

Ability to Fulfil Wider Professional Responsibilities

26	Willingness to make a positive contribution to the wider life and ethos of the School	.		A, I, R
27	Ability to develop effective professional relationships with colleagues, pupils and parents	.		I, R

A - Application form

I - Interview

R - Reference

HLTA, November 2024