WEST KIRBY SCHOOL & COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

Primary HLTA

Closing Date For Applications:

Friday 27th November

Ofsted Outstanding Provider




ADHD
FOUNDATION
AD
1886
WEST KIRBY SCHOOL
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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ABOUT OUR SCHOOL

WEST KIRBY SCHOOL & COLLEGE
Changing Children's Lives

Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social**, **emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills**, **personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.



WELCOME FROM OUR HEADTEACHER



Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a **Primary HLTA**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment**, **culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Headteacher of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Mr Richard Hicks
Headteacher

EMPLOYEE BENEFITS

WEST KIRBY SCHOOL & COLLEGE
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Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy** and **mental health counselling support**

School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf … and more!

Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Aviva. After 6 months of employment, and through Aviva, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Enhanced Family Leave Benefits

Eligible employees benefit from **18 weeks of enhanced maternity pay**

Eligible employees can receive **full contractual pay for up to two weeks of paternity leave**

Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**

Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

*Please note, Employee Benefits are subject to change from time to time and are non-contractual.

ROLE OVERVIEW & APPLICATION PROCESS

West Kirby School & College is Seeking to Appoint a Dedicated Primary HLTA

Closing Date For Applications: Friday 27th November

Salary: £28,597.52 - £32,156.60 (pt 18 – pt 21)

Contract: Permanent, term time only

Hours: 35 hours per week

Role Overview:

We are seeking an enthusiastic and dedicated HLTA to join our fantastic Primary team

Flexibility, humour and willingness to go the extra mile are essential for all staff to ensure a high standard of support for all our pupils

You will:

- Be able to build sound, professional relationships with pupils
- Be committed to working with children with SEND
- Have experience of teaching pupils and enabling progress, you will be able to explain and demonstrate this
- Have a track record of successfully delivering learning opportunities to young people
- Have knowledge of Autism and support children who display challenging behaviour
- Have a passion for developing children's skills and learning
- Have had involvement in recording, developing, analysing and tracking pupil progress
- Be able to work in partnership with external agencies and schools
- Be committed to working within a team promoting exciting and creative learning

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk. **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

PERSON SPECIFICATION

WEST KIRBY SCHOOL & COLLEGE
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Person Specification – Primary HLTA

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	• Educated to at least GCSE Grade C or equivalent in Maths & English (certificates to be available at interview) • Successful completion of the appropriate DfE Teaching Assistant Induction Programme OR NVQ3 (HLTA Status) OR degree qualification		• Production of the Applicant's Certificates
Experience	EITHER: • Extensive experience of working with primary aged children and an understanding and willingness to undertake Boxall training OR • Extensive knowledge of working with secondary aged pupils within a Boxall run Nurture Group	• Experience of working within a school or similar establishment • Training in Read, Write, Inc or another literacy or basic skill development qualification • Experience of enabling children/young people to develop literacy skills • Knowledge and understanding of working with children and young people with SEMH	• Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

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Person Specification – Primary HLTA West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	**Method of Assessment**
Knowledge & Skills	• Ability to build and form good relationships with students, parents/carers and colleagues • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals • Ability to work constructively as part of a team, understanding school roles and responsibilities including own • Good standard of numeracy and literacy skills • Ability to use basic ICT packages and equipment effectively	• Basic understanding of child development and learning principles • Working knowledge of behaviour management strategies • Working knowledge of national curriculum and other basic learning programmes/strategies/interventions • Working knowledge of relevant policies and procedures and legislation • Able to create a timetable • Able to engage pupils	• Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

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Person Specification – Primary HLTA

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Knowledge & Skills (Cont.)	• Ability to absorb and understand a wide range of information		
Personal Competencies & Qualities	• Well organised • A diplomatic and patient approach • Able to appropriately deal with confidential information/situations • Able to follow direction from line manager • Ability to show initiative and to prioritise one's own work and meet required deadlines • Efficient and meticulous in organisation • Desire to enhance and develop skills and knowledge through CPD • Evidence of excellent attendance and punctuality record		• Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Primary HLTA West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	**Method of Assessment**
Personal Competencies & Qualities (Cont.)	• Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community		

JOB DESCRIPTION

WEST KIRBY SCHOOL & COLLEGE
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Job Description – Primary HLTA West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of The Role:	The HLTA will be expected to assist and supplement the efforts of the teaching staff in providing for the physical, intellectual, social and special educational needs of the pupils, with specific reference to the following areas
Line Management Responsibility to:	Deputy Headteacher in Charge of Quality of Education
Main Duties & Responsibilities:	**Job Purpose:** The HLTA is responsible for: • Providing assistance in the teaching and learning of students in order to enable access to learning and maximise achievement • Providing support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment • Contributing to the overall ethos, work and aims of the school • Supporting teachers, teaching assistants and pupils in all areas of the curriculum • Provide an environment of learning, including planning and delivering work for pupils if required during teacher absence • When necessary, liaise with parents/carers, specialist and outside agencies involved with the pupil **Main Duties & Responsibilities:** Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and Line Manager: • The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body • To uphold the school's policy in respect of safeguarding/child protection matters • They shall be subject to all relevant statutory and institutional requirements

JOB DESCRIPTION (Cont.)

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Duties & Responsibilities (Cont.):	• The post holder may be required to perform any other reasonable tasks after consultation • This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be constructed • This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification at any time after consultation with the post holder • All staff participate in the school's performance management scheme **Pupil Support:** • To familiarise as much as possible with individual pupil needs, including all relevant up to date information of their special educational needs • Give support to each and every member of the class, recognising the need for discreet support for individuals or small groups • Make available all resources and teaching materials appertaining to the timetable and the aims and objectives of the lesson • To actively encourage motivation for the pupils to be actively independent, wherever possible with all areas of learning, with yourself as a low-key support role • To support pupils in a low-key role when out of school regarding leisure time, with emphasis on sensible, safe and responsible behaviour • To promote the School Code of Conduct regarding respect, patience and tact in the way pupils view themselves and each other • To promote and encourage equal opportunities and non-discriminatory practice of all kinds **Teacher Support:** • To ensure the class is at the designated classroom at the correct time • To promote the well running of the class • To record any relevant information/feedback gained, concerning pupils or subjects appertaining to the smooth education and pastoral care of pupils • To assist in demonstrations and practicals whenever necessary • To be aware of individual educational plans and promote the achievement of such within the role • To assist in the promotion, distribution and collection of Additional Learning as per the guidelines within WKS

JOB DESCRIPTION (Cont.)

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Duties & Responsibilities (Cont.):	• Plan, carry out and evaluate programmes of study for individuals and small groups to compliment/differentiate the pupils learning. To give feedback to teachers and discuss next steps • Develop and implement IEP targets • When appropriate, organise trips that would augment the curriculum **Operational:** • To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals • To understand and implement the school's Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's policies and procedures • To ensure that students are aware of the school's Behaviour Policy and Code of Conduct, and support students to comply with them and to understand the consequences of their behaviour • To report, as required, any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff • To supervise and provide support to individuals and groups of students ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability • To contribute to the learning, personal, physical and social needs of students, while encouraging independence • To be aware of and respond appropriately to individual student's needs • To attend to and implement the personal and physical needs of students including health and hygiene matters • To encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop and compliance with school policies • To liaise with Line Manager, relevant teaching staff and other professionals in making support effective and efficient • To work to establish a supportive relationship with parents/carers in order to facilitate good and constructive links between home and school • To support teaching staff in respect of planning, preparation, assessment and administration • To assist with the preparation, maintenance and use of teaching materials and equipment and tidy away materials/equipment as required • To produce additional curriculum materials as required to support teaching programmes

JOB DESCRIPTION (Cont.)

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Duties & Responsibilities (Cont.):	• To contribute to the planning and review of lessons, activities and/or support programmes • To undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of the class teacher including those linked to national and local learning strategies • To assist students to learn as effectively and independently as possible, both in group situations and on their own such as clarifying and explaining instructions, hearing students read • To adopt appropriate strategies and approaches to support and assist students achieve their learning goals • To adjust learning activities and programmes to assist students achieve their goals • To ensure students are able to use the equipment and materials and assisting where students are uncertain such as with meanings of words, spelling, presentation • To use ICT effectively to support learning activities and develop students' competence and independence in its use • To supervise and to assist students, and help them to develop their self-esteem and interaction with others • To maintain awareness and records of student progress, achievement and problems, and provide verbal and written feedback as required • To contribute to individual education plans (IEPs) and individual behaviour plans for students • To participate in reviews for students as required • To provide assistance in the supervision of students during break times/lunch times as required • To put up and maintain appropriate displays within the school **School Support:** • To attend all arranged inset courses and whenever possible relevant exterior courses and weekly staff meetings • To actively carry out and promote the WKS Code of Conduct • To be aware of and ensure up to date knowledge of Health and Safety issues and school procedures • To follow school procedures on matters of confidentiality, ensuring loyalty to the schools and pupils **Duties Beyond the Classroom:** • Organise training sessions for TAs to take place during designated meeting times by relevant staff/speakers

JOB DESCRIPTION (Cont.)

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Duties & Responsibilities (Cont.):	• Plan time during TA meetings for the sharing of information by any staff that have been on relevant courses • To liaise between TAs and Education Team Leaders • To support individual students who require additional support in key areas • To be involved in appraisals and inductions of TAs **Administrative:** • To undertake a range of clerical and administration tasks as required e.g., photocopying, word-processing, filing, collation of student reports, administering coursework, collecting and recording payments • To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports • To input and extract information from the school's database system/s • To collate information, statistics, and prepare reports as required by Line Manager, Headteacher and the Governing Body • To maintain both manual and computerised record and filing systems in line with requirements **General:** • To attend parents' evenings, open days and meetings with parents/carers and other professionals as required • To assist in escorting students on educational visits and to participate in extra-curricular activities as required • To invigilate school and public examinations and tests as required • To attend relevant meetings and training sessions • To undertake first aid training and responsibilities as required • To keep abreast of developments and changes in the field of primary and communicate to colleagues • To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require



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The information in this brochure is correct at the time of publication. Subject to change. E&OE



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Ofsted Outstanding Provider

tes Schools Awards 2017 Shortlisted

AUTISM ACCREDITATION

NASS

autism education trust

Registered charity No.207790.