



OLD SWINFORD SERVICES LIMITED

Higher Level Teaching Assistant (HLTA)

Old Swinford Services Ltd is seeking to appoint a HLTA who will play a key role in supporting our pupil premium and disadvantaged students. National statistics show that pupil premium and disadvantaged students lag behind their peers across a number of important performance measures such as attendance, academic attainment and progress. Working alongside the SENCO and wider inclusion team, we are looking to appoint someone who can both develop and deliver a support and intervention program that will improve outcomes for students.

Person Specification

- A belief that young people have potential and can achieve;
- HLTA qualification required;
- Experience of working with students with SEN, additional barriers, and students who struggle to meet the academic demands of their key stage;
- Knowledge of appropriate teaching and behaviour management strategies for a range of students, including those with additional needs;
- The ability to develop study skills within students, as well as the ability to teach core English and Maths with pre-key stage and lower ability students;
- Knowledge of reading and comprehension strategies that support struggling readers;
- Ability to build positive working relationships with students and secure good progress in both a 1:1 and small group context;
- Ability to effectively support students within the classroom, providing additional, targeted guidance where necessary;
- The ability to maintain accurate records;
- The ability to use data to identify students needing support;
- Ability to work independently, prioritise and manage own workload effectively;
- Enthusiastic, positive and resilient;
- Commitment to the protection and safeguarding of children and young people;

Job Specification

The HLTA Learning Support Assistant will be responsible for:

- Working alongside the SENCO to plan, deliver and review a meaningful programme of study and support for our students, with a particular emphasis on core competencies in English and Maths and Social and Communication Skills;
- Identify barriers to learning and communicate these with relevant stakeholders;
- Helping students develop appropriate soft skills that enable them to access the curriculum with confidence, with a particular focus on social skills and emotional development. Experience with delivering SEMH focused interventions, such as comic strip conversations, zones of regulation or lego therapy, would be beneficial.
- Support students in a blended capacity (1:1, small group and possible within class support);
- Using data to identify students requiring support, which is regularly reviewed after each assessment point;
- Engage with parents and carers with updates on progress, how further support can be provided at home etc.

- Support cover supervision by taking lessons for absent colleagues when required.
- To undertake any training that is required;
- Support the development and effectiveness of work teams;
- Develop and maintain working relationships with other professionals;
- Participate in the promotion of your department and the School, including Open Days and Open Evenings, Induction Days and the like, and the attendance at any marketing events as requested by SLT;
- To undertake such duties as the Headmaster or SENCo may from time to time reasonably require.

Suitability to Work with Children

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.