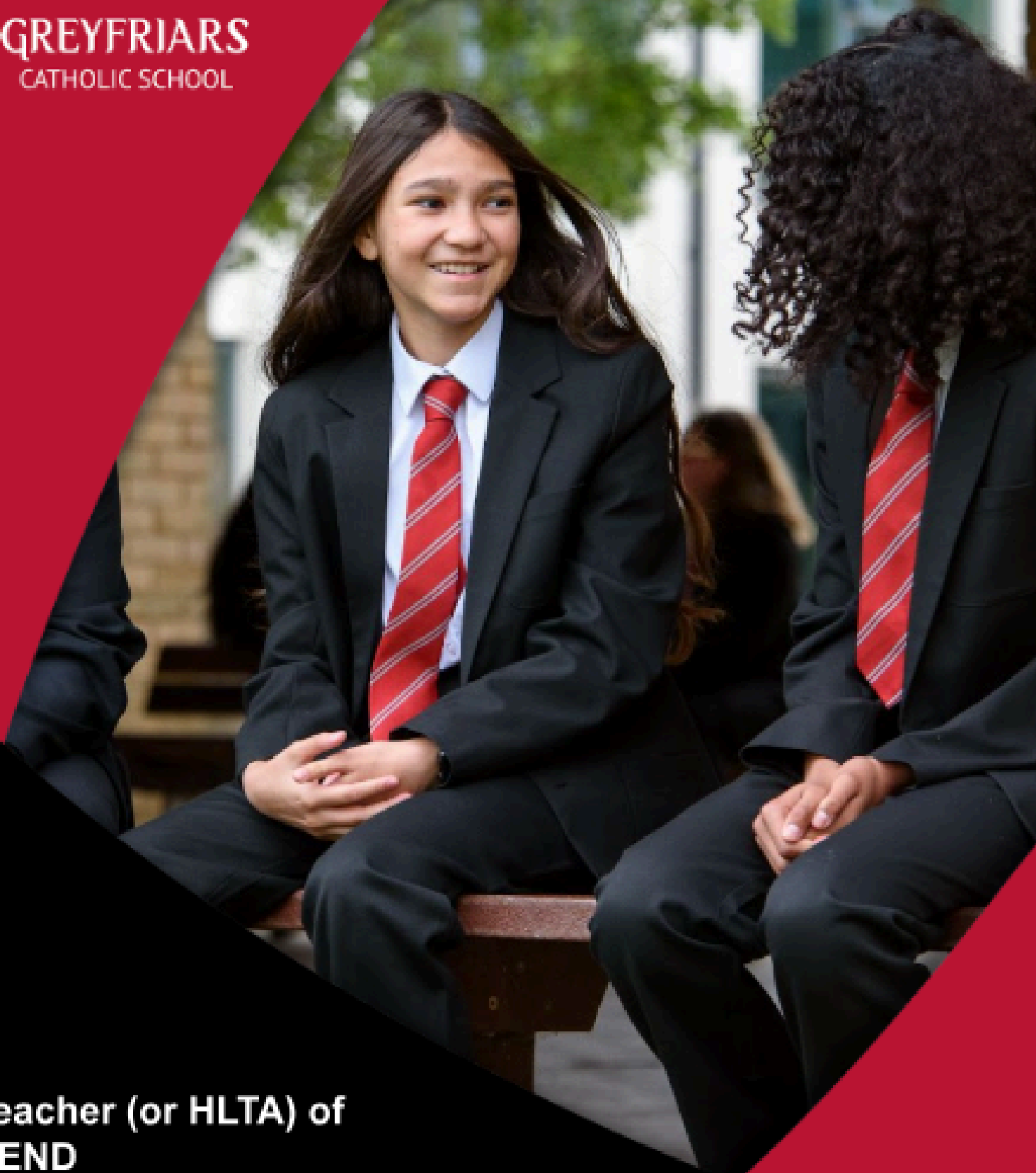




GREYFRIARS
CATHOLIC SCHOOL



**Teacher (or HLTA) of
SEND**

Higher Level Teaching Assistant - Attendance and Inclusion

Thank you for your interest in the role of Higher Level Teaching Assistant (Attendance and Inclusion) at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) within the Archdiocese of Birmingham.

We are seeking an exceptional individual to join our growing inclusion team at an exciting point in the school's development. This is a unique opportunity to become part of an ambitious team that is rethinking how schools support students whose attendance, social and emotional needs, or additional learning needs create barriers to success.

At Greyfriars, we believe that every child deserves to belong. We know that education changes lives, but students can only benefit from an outstanding education if they are present, engaged and able to access learning successfully. Nationally, attendance has become one of the most significant priorities for schools. At Greyfriars, we have responded by creating an innovative Attendance and Inclusion Hub that brings together attendance, inclusion, safeguarding and pastoral support into one coordinated approach. Rather than seeing attendance as simply getting students through the school gates, we see it as ensuring that every young person feels connected to learning, known by adults and able to flourish within our community.

A central part of this role will be coordinating and delivering our bespoke programmes of study for students who require short-term alternative provision within school. These may include students returning following prolonged absence, experiencing social, emotional or mental health difficulties, or requiring carefully planned reintegration following periods away from mainstream lessons. Working closely with the SENCO, Attendance Team and pastoral leaders, you will ensure that students continue to experience an ambitious curriculum whilst developing the confidence, resilience and routines needed to return successfully to mainstream education.

We are looking for someone who combines warmth with high expectations, someone who believes in building relationships while never losing sight of the importance of excellent learning. The successful candidate will be highly organised, emotionally intelligent and committed to helping students overcome barriers to education. They will understand that every conversation, every intervention and every successful return to the classroom has the potential to change a young person's future.

Our vision at Greyfriars is that we are a Catholic school that champions each and every student so they can flourish individually and collectively. We champion students through excellent teaching, clear routines and strong relationships. We believe that working hard and being kind enables young people to become the very best version of themselves. This role is central to that mission, ensuring that our most vulnerable students remain connected to learning and are supported to achieve success.

If you share our ambition to build an inclusive school where every student belongs, we would be delighted to hear from you. Please do not hesitate to contact us should you wish to seek further information. I would be delighted to personally show you around our wonderful school and discuss this exciting opportunity in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

To apply for the post of Teacher of SEND (or HLTA of SEND), please:

- Fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees, one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, at s.upellini@gfcs.uk or by phone: 01865 749933.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Application due by 5pm: 9 July 2026

Interview date: TBC

Job start: September 2026

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic 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 for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice

Overview of Pope Francis MAC

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

Job Description for HLTA

Purpose of the Role

- Deliver high-quality intervention, learning and pastoral support for students experiencing barriers to learning, particularly those with SEND, SEMH needs or poor attendance.
- Coordinate and deliver bespoke programmes of study and intervention within the Attendance and Inclusion Hub, enabling students to remain engaged with education and successfully reintegrate into mainstream learning.
- Work alongside the SENCO, Attendance Team, pastoral leaders and teaching staff to remove barriers to learning through carefully planned academic and pastoral support.
- Champion students by developing their confidence, resilience, literacy and independence so that they are able to flourish both academically and personally.

Reporting to: SENCO

Liaising with: Headteacher, Senior Leaders, SENCO and Inclusion Team, Teaching and Support Staff, MAC representatives, external agencies, and families.

Salary: Grade 8 Point 18 £31537 FTE

37 Hours per week

Weeks Worked - Term Time Only - Plus 5 days

Contract: 3 Year Fixed Term with potential to go permanent

Disclosure Level: Enhanced

Key Responsibilities

Strategic Planning and Curriculum Development

- Contribute to the development and delivery of an ambitious, inclusive, and tailored curriculum for students with SEND.
- Plan and prepare lessons and interventions, specifically, phonics interventions, that are differentiated to meet a range of complex needs, fostering confidence, independence, and aspiration.
- Assist with curriculum development projects to ensure the curriculum remains inclusive and responsive.

Teaching, Learning and Intervention

To coordinate and deliver high-quality provision within the Attendance and Inclusion Hub, ensuring that students who experience barriers to learning remain engaged with education and are successfully supported back into mainstream school life.

- The delivery of high-quality teaching and intervention sessions to students with SEND, ensuring clarity, compassion, and high expectations.
- Monitoring and assessing student progress carefully and adapting teaching methods to maximise outcomes.
- Using literacy, numeracy, oracy, and digital literacy strategies within teaching to promote broader development.
- Supporting learning through specialised interventions or small-group teaching.

Communication and Collaboration

To develop strong, professional relationships with students, families, colleagues and external agencies, ensuring that information is shared effectively and that students receive coordinated support.

- Build strong, supportive relationships with students, parents, and external agencies.
- Communicate regularly with parents and carers regarding student progress, well-being, and next steps.
- Collaborate with teaching and support colleagues to ensure a consistent, inclusive approach across the school.

Quality Assurance and Student Progress

To monitor the impact of interventions and ensure that support is responsive, evidence-informed and focused on improving outcomes for students.

- Monitor, assess, and report on the progress and achievements of students with SEND.

- Use data and feedback to inform next steps and improve provision.
- Contribute to whole-school quality assurance processes as directed by the SENCO or Senior Leadership Team.

Attendance

To work alongside the Attendance Team in promoting excellent attendance by identifying barriers, developing positive relationships with students and families, and implementing targeted interventions that improve engagement and participation in school.

- Support students whose attendance is a concern.
- Deliver intervention programmes designed to improve engagement.
- Meet regularly with students to identify barriers to attendance.
- Support transition back into school following prolonged absence.
- Work positively with families to improve attendance.

Pastoral Care and Safeguarding

To promote the welfare and safety of all students by maintaining high levels of vigilance, acting promptly on concerns and contributing to a culture where safeguarding is everyone's responsibility.

- Promote the personal, academic, and spiritual development of students with SEND.
- Act as a key adult or Form Tutor for SEND students where appropriate, promoting resilience, courage, integrity, and compassion.
- Maintain full compliance with safeguarding and child protection procedures, integrating safeguarding priorities into everyday work.

Person Specification

Essential

HLTA qualification and experience

Experience teaching or delivering interventions to SEND students

Strong understanding of SEND Code of Practice

Excellent interpersonal skills and the ability to inspire students

Desirable

Additional SEND qualifications

Experience delivering literacy, numeracy, or communication interventions

Experience working in a high-performing SEND team

Experience planning bespoke programmes for complex SEND needs

Alignment with Greyfriars' ethos: championing every student to flourish individually and collectively

Familiarity with digital tools to support SEND learning

Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

Knowledge of up-to-date safeguarding, child protection practice and legislation with a willingness to uphold and promote fundamental British values

How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

References

- Positive recommendation in at least two professional references

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the current School Teachers Pay and Conditions Document and the Catholic Education Service Contract.

This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employer Name:	Date
Signature:	
Employee Name:	Date
Signature:	

