



## Information for Applicants

### Temporary HLTA - SEN

#### Grade F

£18,357 - £19,576 (Actual salary)

Temporary Term Time Only 18 hours pw

Tadcaster Grammar School  
Toulston  
Tadcaster  
LS24 9NB

Telephone: 01937 833466

Email:

*tgs.recruitment@tgs.starmat.uk*

Acting Headteacher: Mr R Vernon

Thank you for your interest in the post of Temporary part time HLTA SEN.

This role complements the professional work of the SENCo by taking responsibility for agreed learning activities and SEN support under an agreed system of supervision.

The contract is for 18 hours per week, term time only (including training days) temporary to cover maternity leave. Your hours include planning and preparation time and one duty per week. You may be required to undertake a form.

Tadcaster Grammar School were recently voted the secondary schools winner of the Attachment Research Community [ARC] Award for Best Practice in the area of attachment aware trauma informed practice, so this is a real opportunity for the successful candidate to work with forward thinking, supportive and approachable colleagues as part of the Learning Support Team. You will work with vulnerable students with additional needs, including those with special educational needs, making a huge contribution to their progress and wellbeing. This is an extremely rewarding role and it is a real privilege to work with the young people at TGS.

We are looking for someone who will embody our values of ambition, resilience, responsibility and respect. We are looking for candidates who have the energy and creativity to develop and inspire students with their learning. We are committed to meeting the needs of our students, including the most vulnerable.

The Yorkshire Learning Trust provides a high-quality learning community that inspires and motivates its employees as well as its students. We are seeking a candidate who wants to make a positive difference to the lives of young people and has a commitment to lifelong learning in order to be an outstanding member of our team. We support colleagues who are ambitious for their own professional development, have a 'can do' attitude, are creative problem solvers and work collaboratively.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

If you would like to discuss this post further then please do not hesitate to contact

[J.leatherland@tgs.starmat.uk](mailto:J.leatherland@tgs.starmat.uk)

Yours faithfully, **Mr R Vernon, Acting Headteacher**

If you wish to apply for the post of HLTA - SEN, then you should complete the YLT online application form available via the My New Term portal.


Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

Remember when addressing the above, *less is sometimes more.*

#### **Appendices**

<b>1</b>	The School Vision and Values Statement
<b>2</b>	Job description and person specification for the role of Higher Level Teaching Assistant

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p><b>Be your best self, be:</b></p> <p>Ambitious Resilient Responsible Respectful</p>
--	--	---	--

**OUR VISION** *(Our cause; our key belief)*

<p><b>Be your best self</b></p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> <li>● aware of the needs of others in their thoughts and actions;</li> <li>● empowered to control their own well-being;</li> <li>● able to achieve fulfillment in their current and future lives.</li> </ul>
---------------------------------	---

**OUR CORE VALUES** *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the Trust's **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p><b>Students considered first</b></p> <p><b>High expectations - no limitations</b></p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p> <p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p><b>The right curriculum experience for each student</b></p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>

**The best support for each student** Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

<p><b>Ambition</b></p>	<p>To show a desire and determination to achieve success.</p>
<p><b>Resilience</b></p>	<p>To show a determination to achieve success</p>
<p><b>Responsibility</b></p>	<p>To take ownership for their actions and work in and out of school.</p>

**Respect**

To be considerate to themselves and others.

## Appendix 2: Job Description

**Job Title:** Higher Level Teaching Assistant

**JOB TITLE:** HLTA - SEN

**GRADE:** Grade F

**RESPONSIBLE TO:** SENCo

### RESPONSIBILITIES AND KEY TASKS

#### Specific Responsibilities:

- Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs
- Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- Interact with pupils in ways that support the development of their ability to think and learn, and work independently
- Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence
- Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes
- Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison
- Encourage and motivate pupils to promote independence and resilience and increase self-esteem
- Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- Accompany educational visits, and other activities outside of the classroom, supervising the pupils
- Provide supervision during breaks as required
- Under the guidance of the SENCO be the key contact to coordinate students with additional needs, sharing key information with staff and being a key contact for the child's parents/carers
- To liaise with the SENCo to co-ordinate the programme of Annual Reviews for SEN students with Educational Health Care Plans and to support Annual/Interim Reviews
- To ensure Student Profiles, Behaviour Support Plans and personalised targets of students with SEN are reviewed
- To manage referrals to outside agencies, including outreach services, Speech and Language Therapy, CAMHS, Child and Family Services etc., liaising with colleagues in the Pastoral Team
- Organise and manage an appropriate learning environment and resources
- Participate in training and appraisal
- Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence

	<ul style="list-style-type: none"> <li>● Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the SENCo</li> <li>● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>● Participate in staff meetings</li> <li>● Share information about pupils with teachers and other professionals as required</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>● The YLT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>● Know about data protection issues in the context of your role.</li> <li>● To comply with the YLT policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.</li> <li>● Ensure services are delivered in accordance with the aims of the Equality Policy Statement.</li> <li>● Develop your own understanding of equality issues.</li> <li>● The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● The YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation.

All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

As part of the Yorkshire Learning Trust we pride ourselves on the work that we do supporting young people and welcome all applications. Visit the website [here](#) for access to our recruitment policies.

The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

## Appendix 2b: Person Specification -Higher Level Teaching Assistant

Essential upon appointment	Desirable upon appointment
<b>Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>● Level 2 numeracy &amp; literacy qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant NVQ level 4 or foundation degree</li> <li>● Appropriate first aid training</li> <li>● HLTA status</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>● Significant experience of working with children in an education setting</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of delivering evidence based interventions that accelerate learning</li> <li>● Experience in a relevant specialism e.g. Art/Music/Sport</li> </ul>
<b>Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>● Good understanding of child/young people's development and learning processes</li> <li>● Understanding of individual children and young peoples' needs</li> <li>● An understanding that children/Young people have differing needs and knowledge of inclusive practice</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Behaviour Management techniques</li> <li>● Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>● Self motivation to complete required duties</li> <li>● Confidentiality</li> <li>● Organisational skills</li> <li>● Attention to detail, neatness and accuracy</li> <li>● Ability to work successfully in a team</li> <li>● Motivation to work with children and young people</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Emotional resilience in working with challenging behaviours and attitudes</li> <li>● Ability to use authority and maintain discipline</li> <li>● An empathy for equality &amp; diversity</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>● Enhanced DBS Clearance</li> <li>● To be committed to the Trust's policies and ethos</li> <li>● A commitment to CPD</li> </ul>	

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Commitment and contribution to a school Equal Opportunities Policy</li></ul> |  |
|--|--|