

JOB ADVERT

HIGHER LEVEL TEACHING ASSISTANT (HLTA)

BIRMINGHAM INDEPENDENT COLLEGE

Reporting to: **Head of College**

Role: **Higher Level Teaching Assistant (HLTA)**

Location: **Birmingham**

Contract: **Permanent, Term-Time Only**

Working Pattern: **Monday to Thursday (4 days)**

Hours: **08:30 – 15:30**

Salary: **£18,018.00 - £20,748.00 pa** (dependent upon qualifications and experience)

About Birmingham Independent College

BIC is an independent specialist college supporting young people aged 14–25 with autism who have multiple disabilities, including learners with complex needs, functional abilities, and high-performing students. Our ethos is clear: students are not defined by their disabilities, but supported to realise their potential.

At BIC we offer a broad and inclusive curriculum tailored to the diverse needs of our learners:

- for those with more complex needs, we deliver an experiential, independence-focused curriculum that prioritises functionality, life skills, and meaningful engagement with the wider community. This pathway supports our learners in developing greater autonomy, confidence in everyday life and social integration.

The Role

As a Higher Level Teaching Assistant, you will report directly to the Senior Leadership Team and play a key supervisory role within our specialist provision. Working alongside teachers, the SENCO and therapists, you will supervise learning activities, coordinate targeted interventions and provide day-to-day supervision, guidance and mentoring to our Specialist Support Workers to ensure consistently high standards of student support.

You will be responsible for monitoring student progress, supporting the implementation of Education, Health and Care Plans (EHCPs), contributing to quality assurance and ensuring that support staff deliver interventions and classroom support in line with each student's individual needs and the college's therapeutic and educational approach.

Key Responsibilities

- Report directly to the Senior Leadership Team, providing regular updates on student progress, support provision and operational matters.
- Provide day-to-day supervision, guidance and mentoring to Specialist Support Workers, ensuring high standards of practice and consistency across the college.
- Allocate and coordinate support staff to meet the changing needs of students throughout the college day.
- Model outstanding classroom practice and coach colleagues in effective strategies for supporting learners with autism and complex needs.
- Monitor the quality of interventions and support delivered by Specialist Support Workers and provide constructive feedback.

- Contribute to performance management by providing feedback on the work of Specialist Support Workers where requested.
- Conduct daily briefings or debriefings with support staff to ensure effective communication and continuity of provision.
- Escalate safeguarding, welfare or operational concerns promptly to the Senior Leadership Team.
- Deliver high-quality teaching and learning activities to individuals, small groups and whole classes.
- Supervise learning sessions and classes when required in accordance with HLTA standards.
- Plan, deliver and evaluate targeted interventions to improve academic progress, communication, independence, emotional regulation and social development.
- Support the planning, implementation and review of Education, Health and Care Plans (EHCPs) and individual learning programmes.
- Monitor, assess, record and report on student progress, providing detailed feedback to teachers and the SENCO.
- Adapt teaching strategies, resources and learning environments to meet individual student needs.
- Promote positive behaviour, emotional wellbeing and inclusion using therapeutic and trauma-informed approaches.
- Support students with personal development, preparation for adulthood and independent living skills.
- Work collaboratively with teachers, therapists, parents, carers and external professionals to ensure the best outcomes for students.
- Contribute to curriculum development and the continuous improvement of teaching and learning across the college.
- Support and mentor other support staff where appropriate.

About You

You will be a committed and reflective practitioner who has significant experience supporting learners with SEND and is confident taking responsibility for leading learning activities.

You will have:

- Experience supervising, mentoring or coordinating support staff within an educational setting.
- Confident making day-to-day decisions and taking responsibility for the effective deployment of support staff.
- Able to lead by example, motivate colleagues and maintain high professional standards.
- A genuine passion for supporting young people with autism and additional needs.
- Excellent interpersonal and communication skills.
- Strong organisational and record-keeping abilities.
- The ability to work independently while contributing effectively to a multidisciplinary team.
- A positive, flexible and solution-focused approach.
- A commitment to safeguarding and promoting the welfare of young people.

Essential Requirements

- Demonstrable experience of supervising, mentoring or coordinating teaching assistants or support staff.
- Ability to lead a team and manage competing priorities effectively.
- HLTA Status or a recognised Level 4 qualification (or higher) relevant to teaching and learning.
- GCSE English and Mathematics (Grade 4/C or above), or equivalent.
- A minimum of three years' UK school or college experience supporting learners with SEND.
- Experience planning and delivering interventions independently.
- Experience supporting learners with Education, Health and Care Plans (EHCPs).
- Excellent knowledge of autism, communication needs and inclusive teaching strategies.

Desirable

- Experience within an independent specialist school or college.
- Training in Autism Spectrum Condition (ASC), Positive Behaviour Support (PBS), Team Teach (of equivalent), Makaton, PECS or Speech and Language interventions.

- Experience supporting learners with complex learning difficulties, non-verbal, sensory needs and behaviours of concern.
- Knowledge of Preparation for Adulthood outcomes and supported independence programmes.

What We Offer

- A supportive and welcoming specialist college community.
- Opportunities for ongoing professional development and specialist SEND training.
- A collaborative leadership team committed to staff wellbeing.
- The opportunity to make a genuine difference to the lives of young people with autism and additional needs.
- A rewarding role within an ambitious and growing specialist college.

Safeguarding

Birmingham Independent College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This post is subject to:

- an Enhanced valid DBS (child and adult);
- satisfactory references;
- verification of qualifications and employment history;
- online searches on shortlisted candidates in accordance with **Keeping Children Safe in Education (KCSIE)**; and
- evidence of the right to work in the UK.

References will normally be requested for shortlisted candidates prior to interview and will be scrutinised as part of our safer recruitment procedures.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 (as amended in 2013 and 2020).

How to Apply

To request an application pack, please email our Administrative Coordinator at admin@bicollege.org.

Applicants must complete the Birmingham Independent College Application Form and submit a supporting statement (maximum two sides of A4) outlining how their experience, skills and personal qualities meet the requirements of the role.

Closing Date: 31st August 2026. We reserve the right to interview and appoint suitable candidates before the closing date. Early applications are therefore encouraged.

Interview Date: TBC

A copy of the College's Safeguarding and Child Protection Policy is available on our website: www.bicollege.org

Please note that Birmingham Independent College is unable to offer visa sponsorship. Applicants must already have the right to work in the UK and will be required to provide documentary evidence of their eligibility to work, qualifications and identity before appointment.