



HIGHER LEVEL TEACHING ASSISTANT (LITERACY)

JOIN OUR TEAM

Post Title: Higher Level Teaching Assistant (HLTA)

Contract Type: Permanent (32 hours per week, term time only, 38 weeks per year)

Reporting to: SEND Co-ordinator

Salary Range: £27,780 - £30,564 pro rata per annum (actual salary £19,974 - £21,976 pa)



ROLE PROFILE

Are you a current Teaching Assistant in a Primary or Secondary school looking to develop your skill set with a focus on literacy, or a qualified teacher who is looking to focus on supporting pupils on an individual basis?

We are looking to recruit a positive and adaptable Higher Level Teaching Assistant with a specialism in Literacy to work in our Learning Support Team to support students with learning or social and communication difficulties. Your role may include working with a number of children in lessons or on a 1-1 basis. You will also be involved in developing other staff members and planning and developing resources.

You must enjoy working with children and be able to relate well to both students and adults and want to make a difference to the lives of our young people. The successful candidate will have previous experience of working with children with a SEN need and will hold a Level 4 HLTA certificate or willing to work towards this.

Perins School offers a supportive and rewarding work environment, with opportunities for professional development and growth. If you are a dedicated and enthusiastic teaching assistant who is ready to make a positive impact on the lives of our students, we encourage you to apply.

USEFUL LINKS



[Vita Multi Academy Trust](#)



[The History of Perins School](#)



[Our Ofsted report](#)



[Meet our Head of School
Mr Nevola](#)



“

Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

HLTA ROLES AND RESPONSIBILITIES

- Lead on the delivery of Literacy interventions to small groups and 1:1 sessions and monitor progress throughout and giving support/ advice to teachers through key strategies.
- Work in conjunction with the English department and their literacy strategy.
- Oversee the use of IDL for lower year groups and monitor progress and participation.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND).
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Direct the work, where relevant, of other adults in supporting learning.
- Establish relationships with other professionals or agencies to support work of students.
- Report on the progress made by students including annual reviews and target setting .
- Work with small groups of students where necessary with intervention work.
- Encourage the inclusion of students with special educational needs.
- May be asked to supervise students during lunch break and to scribe for students in lessons and exams when necessary.



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English
- Level 4 HLTA certificate. (We would consider an experienced Teaching Assistant willing to work towards this qualification).

Experience

- Experience working with children or young people, ideally in a Learning Support / Teaching Assistant capacity.
- Experience of working with children with special educational needs.
- Experience of planning and leading learning activities (under supervision).

Essential Skills

- An excellent communicator, able to work effectively with students, parents and colleagues.
- Capable of working as part of a team.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills.
- Good working knowledge of Microsoft Office packages.
- Able to maintain confidentiality.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Higher Level Teaching Assistant position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Trudt.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Mark Nevola - Head of School



Perins School
Pound Hill
Alresford
SO24 9BS



01962 734361



recruitment@perins.hants.sch.uk

