



**HLTA**

**Recruitment  
Information  
Pack**

*Tant Que Je Puis*



Dear Applicant

Thank you for your interest in Enfield Grammar School. We really are a wonderful school that values hard work, kindness and an ability to empathise with, inspire and care for boys in the 21st Century. I'm very passionate about boys' education and believe all boys have the ability and the desire to love, empathise, care for and respect themselves and others and these "soft" skills are modelled by all our adults in the school.

This is an exciting opportunity for a dynamic and highly motivated HLTA, to provide support for SEND and EAL students across the school from KS3 to KS5. Working with an established and successful team to further strengthen the support we provide to all students.

Ideally, we would love you to visit us to see us in action. You will see the students in every year group take pride in being part of our school community. Once seen, we would be confident you would apply to join us. If you would like to visit then please contact Ms Howard-Smith, SENCo, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process and I would like to thank you in advance for submitting your application.

As an inclusive school, we would welcome applications from all backgrounds, especially those representative of our diverse student population. I am a Headteacher who is fully committed to equality of opportunities for all of our stakeholders.

Please do not hesitate to contact Ms Howard-Smith, SENCo, should you require further details about the role on 020 8363 1095 or at [office@enfieldgrammar.org](mailto:office@enfieldgrammar.org)

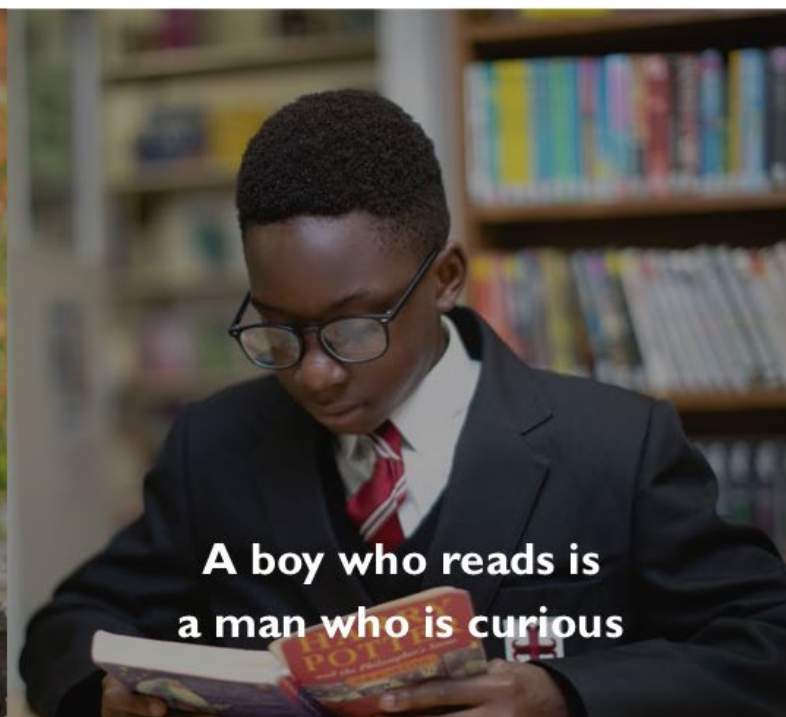
Yours sincerely

C Lamb

**Headteacher**



**A boy who is supported is a man who helps others**



**A boy who reads is a man who is curious**



**Grade:** NJC Scale 5  
**Contract:** 39 weeks per year (term time only) / 32.5 hours per week  
**Actual Salary:** £25,377 - £27,298 (depending on experience)  
**Start Date:** ASAP

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in January 2024. If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

This is an exciting opportunity for a dynamic and highly motivated HLTA, to provide support for SEND and EAL students across the school from KS3 to KS5. Working with an established and successful team to further strengthen the support we provide to all students.

Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit [www.enfieldgrammar.org](http://www.enfieldgrammar.org)

#### **We Offer:**

- An inclusive school community with a strong focus on student progress across all year groups and ability ranges.
- A cohesive staff who work collaboratively to support each other and our students to reach their full potential.
- Strong commitment to equality, diversity and inclusion.
- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- Opportunities for career progression.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, 24/7 GP access and free counselling.
- On site gym facility

#### **You Will:**

- Be passionate and proactive about supporting students of all abilities.
- Be a committed individual who contributes regularly to the School community.
- Be adaptable, resilient and have a desire to make a lasting difference to the lives of our students.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be a positive person able to work effectively as part of a team.

#### **How to Apply:**

To apply, please complete and submit an application form and submit to [applications@enfieldgrammar.org](mailto:applications@enfieldgrammar.org) (application forms are available on our website under 'About Us/Work for Us') or complete an online application via the TES at <https://www.tes.com/jobs/>

If you have any questions regarding the role, please contact Ms Howard-Smith, SENCo, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

**Closing Date: Monday 22 June 2026 (noon)**

**Interview Date: w/c 29 June 2026**

#### **Ofsted January 2024:**

*"The school has established a caring and positive culture. The school community of parents and carers, pupils and staff respect each other."*

*"Leaders have built an ambitious and demanding curriculum, including for the sixth form. All pupils are expected to achieve well, including those with special educational needs and/or disabilities (SEND)."*

*"Pupils speak to staff with courtesy. They understand that staff are looking after each pupil's best interests."*

*"Leaders have established a culture of mutual respect with their staff. Teachers are proud to work at this school and feel they are listened to, including those at the start of their careers."*

**Please note that we will be shortlisting for this role as applications are received, so the closing date is subject to change.**

## **About Us**

Enfield Grammar School has strong traditions and an excellent reputation. We are an Ofsted rated 'Good' school (January 2024) and our positive Progress 8 and Value Added scores over the past 5 years prove that at Enfield Grammar School we buck that national trend – with us, boys succeed.

We are a school whose tradition and history can be felt the moment you step into the building. Our long-standing motto "Tant Que Je Puis" (As Much As I Can)", is one which helps to shape our vision and our hopes for the young people we educate. School is not just about grades and numbers, it is about the young person as a whole, being part of a school community. We are a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

As a diverse non-selective school dedicated to serving our local community, as we have done since 1558, our Year 7 intake consists of 180 students (including our sport and music scholars). A large number of these students progress into our Sixth Form to complete their seven year journey with us.

Our school is based over two sites (5 minute walk), which allows us to have a unique primary school transition for our students. Our lower school houses Years 7&8 and includes specialist teaching rooms for Art, DT and Science. Our extensive sports facilities including our 3G pitches and onsite gym are located at the lower school. The upper school houses Years 9-13, with a dedicated sixth form suite.

At Enfield Grammar School (known locally as "Grammar"), our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect, kindness and empathy, are a key strength of our school. Student voice is used across our school to help inform decisions and shape school development plans.

We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set.

For more information about Enfield Grammar School, please visit our website at [www.enfieldgrammar.org](http://www.enfieldgrammar.org)



**A boy who competes  
is a man with ambition**



**A boy who is valued  
is a man with confidence**

## **SEND Department**

The SEND/EAL department is a vital part of the school community, directly bridging the link between the inclusion teams and curriculum teams in order to provide support for all of our boys. As a department, we pride ourselves in working alongside all staff and external professionals to ensure that no boy is left behind and all of our pupils have every opportunity to access the fullest possible curriculum.

The department consists of the SENCo, 3 HLTAs and a team of Teaching Assistants. We work alongside teachers and students to provide a range of interventions from Wave 1 – High quality first teaching for all. When more specialist help is required, students are invited for Wave 2 – Interventions all the way to Wave 3 – Highly Personalised interventions.

In addition to these supporting measures each Teaching Assistant plays the role of Keyworker, a fundamental role in the life of EHCP student at our school. As a Key Worker, each Teaching Assistant forms a special working relationship with both pupil and family to ensure they are supported both academically and pastorally. We also coordinate provision from a number of external agencies for those with additional needs such as Educational Psychologists, CAMHS, Speech and Language Therapists and more.



## **PURPOSE OF JOB**

To assist in the academic and learning support and integration of pupils educational needs, disabilities and English as an additional language.

Subject to the supervision of the subject teacher and at the direction of the SENCo, the teaching assistant will assist groups or individual boys with learning difficulties and/or EAL to access the curriculum.

## **TEACHING AND LEARNING**

- Provide support for individual students inside and outside the classroom to enable them to fully participate in the curriculum and other activities.
- Establish productive and supportive relationships with individual students, acting as a role model and setting high standards for work and behaviour.
- Support students with English as an additional language and develop their acquisition of the English language.
- Liaise with staff to ensure EAL students are appropriately supported.
- Support class teachers in planning and preparation for students with additional needs and other tasks in order to support teaching and learning.
- Use strategies, in liaison with the SENCo and classroom teachers, to support students to achieve excellent outcomes.
- Assist with the implementation of EHCPs.
- Supervise specific small group SEND intervention programmes.
- Contribute to reports on the needs and provision of the students and use detailed knowledge and information to support students' learning.
- Assist in the implementation of student profiles and help monitor students' progress.
- Keep updated records about the students supported and any intervention programmes carried out.
- Act as a role model for students, promoting good behaviour and dealing with conflict in line with School policy.
- Develop and implement Pupil Passports.
- Work with other professionals, such as speech therapists and educational psychologists, as necessary.
- Assist in supporting individual and small groups in order to access the curriculum, under the guidance of the SENCo and/or subject teacher.
- Manage time efficiently in order to plan and share information with subject teachers.
- Work in partnership with the subject teacher to get the best outcome for SEND and EAL students.
- Support the extra-curricular activities of the department, e.g. homework clubs.
- Support students outside of the classroom during unstructured times

## **OTHER DUTIES**

- To undertake other duties and responsibilities commensurate with the grade of post, as required.
- To attend relevant training.
- To operate within agreed legal and ethical boundaries particularly in regard to child protection and safeguarding.
- To carry out duties in accordance with health and safety legislation and school policy.
- To promote inclusion and equality of opportunity for all students in accordance with school policy.
- To take responsibility for personal professional development, in conjunction with the Line Manager, keeping-up-to-date with developments related SEND and EAL.

## Person Specification

QUALIFICATIONS	Essential	Desirable
<ul style="list-style-type: none"><li>• Excellent numeracy/literacy skills</li></ul>	X	
<ul style="list-style-type: none"><li>• Degree or equivalent</li></ul>		X
<ul style="list-style-type: none"><li>• Level 2 Certificate in Supporting Teaching and Learning in Schools (or equivalent)</li></ul>		X

EXPERIENCE	Essential	Desirable
<ul style="list-style-type: none"><li>• Experience working with secondary school age children.</li></ul>	X	
<ul style="list-style-type: none"><li>• Experience of working with pupils with additional needs.</li></ul>	X	
<ul style="list-style-type: none"><li>• Successful experience of supporting pupils in their learning to a high standard in a comprehensive school.</li></ul>	X	
<ul style="list-style-type: none"><li>• Successful delivery of small group interventions with excellent outcomes for students</li></ul>	X	

KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"><li>• Understanding of the SEND Code of Practice.</li></ul>	X	
<ul style="list-style-type: none"><li>• Knowledge and understanding of strategies for raising achievement and motivating pupils.</li></ul>	X	
<ul style="list-style-type: none"><li>• Ability to demonstrate an understanding of child development and learning.</li></ul>	X	
<ul style="list-style-type: none"><li>• Fluent in a language other than English.</li></ul>		X

SKILLS	Essential	Desirable
<ul style="list-style-type: none"><li>• Ability to provide guidance and support to students in the classroom.</li></ul>	X	
<ul style="list-style-type: none"><li>• Ability to communicate clearly, both orally and in writing with students, parents, staff and other professionals.</li></ul>	X	
<ul style="list-style-type: none"><li>• Excellent interpersonal skills and the ability to work as part of a team.</li></ul>	X	
<ul style="list-style-type: none"><li>• Excellent ICT skills including Microsoft Excel and Word.</li></ul>	X	
<ul style="list-style-type: none"><li>• A commitment to promoting equality of opportunity in a diverse, multi-cultural community.</li></ul>	X	

## **Safeguarding**

Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

### **Recruitment**

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check (and where applicable an overseas police check) if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.