

RANELAGH SCHOOL



HLTA
(Higher Level Teaching Assistant)





September 2026

Dear Colleague

Thank you for your interest in the post of HLTA at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Ranelagh is an 11-18 coeducational, Anglican Academy based in the centre of Bracknell, a short walk from the railway station and with good road links. The school is always oversubscribed and currently has over 1100 students on roll, including 196 in the sixth form.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people and staff can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. I look forward to reading your applications.

Yours sincerely

Mr Timothy Griffith
Headteacher

JOB DESCRIPTION

Job title	HLTA
Hours	33 hrs 40 min per week (3 days – 8.45am – 3.45pm and 2 days 8.45am – 4.30pm)
Salary	BG-I SCP 9-14 - Actual annual salary £19,396-£20,981
Contract	Permanent
Pension	Eligible for the Local Government Pension Scheme
Accountable to	The post holder will be accountable to the Headteacher and be line managed by, and responsible to the SENDCo
KEY FUNCTIONS OF THE ROLE	
Roles and Responsibilities of all Ranelagh staff	As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities. 1 To implement the aims of the school 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan 3 To ensure the implementation of all school policies 4 To ensure that all safeguarding procedures are understood and implemented 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance 6 Actively to maintain order and discipline in the school as well as to reward good conduct 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues 8 To attend in service training sessions as appropriate and work with advisory staff 9 To liaise with parents and governors as appropriate 10 To encourage a stimulating, secure, safe and attractive environment 11 Actively to support the school in a public forum.
General Responsibilities	To complement the professional work of teachers by taking responsibility for delivering agreed learning activities, under the direction and supervision of a qualified teacher. This may involve routine planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

Specific Responsibilities	Teaching & Learning Teaching small groups of students or on a 1:1 basis as per the school targeted or specialist support offer Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning Use effective behaviour management strategies consistently in line with the school's policy and procedures Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment Observe pupil performance and pass observations on to the class teacher Use ICT skills to advance pupils' learning Work with class teachers to raise the learning and attainment of pupils Promote pupils' independence, self-esteem, social and emotional well-being and social inclusion Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement Contribute to the development of policies and procedures Manage the work and development of other classroom support staff Provide pastoral care to pupils Be responsible for pupils who are not working to the normal timetable Supervise a class if the teacher is temporarily unavailable Escort and supervise pupils on educational and out of school activities Assist pupils with support around the school site, provide higher levels of care and/or the movement of specialist equipment as required, whilst encouraging independence Invigilate exams and tests Be responsible for the presentation of displays Teaching Assistants at this level are expected to undertake at least one of the following: - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). Planning & Recording Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher Assess, record, monitor and report on development, progress and attainment Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision Develop and implement Individual Development Plans for pupils (such as Learning Profiles), including attendance at, and contribution to, reviews Be responsible for the preparation, maintenance and control of stocks of materials and resources Assist pupils with support around the school site, changing and/or the movement of specialist equipment as required, whilst encouraging independence
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	Be responsible for the presentation of displays Be responsible for the preparation, maintenance and control of stocks of materials and resources Contribute to the development of policies and procedures Working with staff, parents/carers and relevant professionals Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers Collaborate and work with colleagues and other relevant professionals within and beyond the school Develop effective professional relationships with colleagues Professional development Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school Safeguarding and Inclusion Promote the safeguarding and welfare of all students. Be alert to safeguarding concerns and report these in line with school policy and statutory guidance. Work closely with the Designated Safeguarding Lead and SENDCo where behaviour may be linked to safeguarding, trauma, unmet need or special educational needs. Ensure that behaviour support strategies are inclusive, proportionate and aligned with statutory guidance and the school's equality duties. General Responsibilities Uphold and promote the ethos, values and policies of the school. Attend relevant meetings, training and development activities. Contribute to the wider life of the school where appropriate. Undertake any other reasonable duties commensurate with the grade and nature of the post.
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PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	GCSE English and Mathematics at grade C/4 or above, or equivalent. Training in relevant areas to the job description e.g. literacy and specialist skills in curriculum or learning area e.g. ICT, Autism	HLTA standard or equivalent qualification or experience Level 3 qualifications or equivalent, and / or degree level First Aid Training
Knowledge and understanding	Willingness to learn/undertake training Understands and will work within confidential climate	Knowledge of safeguarding procedures Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Experience	Extensive experience working in a school environment or other educational setting Extensive experience working with children / young people Experience planning and delivering learning activities Experience of planning and leading teaching and learning activities (under supervision)	Experience of working in a UK Secondary School Full working knowledge of relevant policies/codes of practice/legislation and working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes and understanding of relevant statutory frameworks
Skills and attributes	Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands Able to deliver educational work programmes and activities to a variety of groups of pupils, evaluate, implement, monitor, assess, record and report on strategies to enhance learning Able to select and prepare/display a variety of relevant resources for teaching and learning activities	Awareness of policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection Able to plan and organise work at an advanced level and contribute to the development of policies and procedures
Personal Qualities	A strong commitment to inclusion, equity and high expectations for all students. Resilience, patience and emotional intelligence. Professional integrity, discretion and sound judgement. A reflective and proactive approach to problem-solving. Commitment to safeguarding and promoting the welfare of children.	

Ranelagh School Vision

'Though we are many, we are one body.'
[Eucharistic Prayer, Common Worship]

Following the ministry of Jesus, we empower all to use their gifts in faithful service. We inspire and encourage each individual to develop and nurture unique skills, interests and talents, in order that they can flourish. Our school is a unifying heartbeat, enabling everyone to feel welcomed and valued as members of our community.

Context

We draw students from over forty primary schools spread over a diverse geographical area. Some of our young people and their families have experienced worship from a range of Anglican traditions, whilst others practise different denominations and faiths, or hold a wide variety of beliefs, values and ways of looking at the world. Our aim is for Ranelagh to offer a unifying heartbeat. Our vision is rooted in the example of Jesus' ministry – we are all one body, part of one church; we are all known and welcome and our unique skills and attributes are valued.

We endeavour for each individual to be included within our supportive community in which those of all circumstances and contexts are able to learn and work together to experience love, hospitality, service, solidarity, forgiveness and the possibility of new beginnings.

We are unrelenting in our support of each individual, in order that we all might have hope and aspiration for the future. Everyone is enabled to develop their unique skills and talents and to aspire for excellence, being empowered to take responsibility for making wise choices. In order for all students to thrive and excel, we aim to foster confidence and delight in learning through a rich diet of scholastic, practical, cultural and spiritual opportunities.

In addition to encouraging intellectual rigour, we nurture a vibrant and creative environment in which members of the school community are able to work together to seek the wisdom, knowledge, truth, understanding and skills which will support all to fulfil Jesus' promise of life in all its fullness.

How to Apply

Please complete the online application form available via the school website: www.ranelagh.org.uk

Please note that CVs cannot be accepted.
No agencies please.

