

THE HOLT SCHOOL

Holt Lane

Wokingham

RG41 1EE



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Higher Level Teaching Assistant/LSA Lead

To start September 2019

30 hours per week

Monday to Friday 8:30 am and 3:30 pm. Term time only

Rate of pay: Grade 5 Scale Point 12-17

£11.19- £12.35 per hour

Actual Salary 14,522 per annum

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

We are looking for a Higher Level Teaching Assistant who has experience of supporting students with learning difficulties/disabilities in mainstream classes or in small groups in order that they achieve their full potential.

The successful candidate will have excellent organisational skills and experience in line managing a learning support team. A good standard of education including grade C GCSE or equivalent in maths and English. HLTA qualification desirable but not essential. Training will be provided for the right candidate.

Please note we are unable to accept CVs. If you would like to discuss this post further, please contact Mrs Vicki Martin, Assistant Headteacher/SENCo.

[Application forms](#) and [recruitment pack](#) are available to download from the school website

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

Closing date: 9am, Friday 7th June 2019

Interview Date: To be arranged

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Higher Level Teaching Assistant	Name
Reports to:	SENCO	Reviewed: May 2019
Grade/Pay Scale:	5	Hours of work: 30 per week.
Employment Status	Permanent	No INSET days.
		Monday to Friday weeks A and B

Job Purpose:

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

Departmental/Team Purpose:

The purpose of the school is to meet the educational needs of children and young people within the local community

Organisation Chart:

SENCO

HLTA

LSS

LSA

Summary of Main Contacts: Teachers, pupils, parents, other school staff and professionals.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in.
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities:

Liaise with class teacher/SEN Coordinator on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills.

Attend departmental training and relevant whole school meetings.

Regularly report back to the teacher on pupil's progress and areas of concern.

Lead small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work.

To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom.

Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable).

To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills.

Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes.

Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required).

Create displays for open evenings.

To help with special occasions in the school's annual calendar (if applicable).

Contribute to the maintenance of SEN records.

Observe the LSA team and give feedback.

Induct new LSAs into the role.

To assist in the transition of pupils from primary school to The Holt.

Assist the SENCo in the identification of access arrangements.

Assist the exam officer in the organization of external and PPE exams.

To carry out annual LSA training in examination invigilation and access arrangements.

LSA timetable preparation and amending.

Mentoring students to support their Learning Needs.

To support the SENCo in the line management and appraisal of the LSA team.

To liaise with parents re. learning support.

To attend annual review meetings and support the SENCo to prepare the documentation for the review.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: HLTA	Essential	Desirable
Education		
GCSE Maths, English and Science or equivalent	✓	
A Levels or equivalent		✓
HLTA Qualification		✓
Other relevant qualifications NVQ in supporting Teaching and Learning		✓

Skills		
Previous experience of working with young people	✓	
Patient Calm and able to work under pressure	✓	
Initiative – be able to think on your feet	✓	
Ability to motivate and encourage	✓	
Organise, lead and motivate a team		✓
Good communication – orally and written	✓	
Good IT skills		✓

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓

The Learning Link

Department Staffing

Our dedicated department consists of the SENCO, 2 specialist SEN teachers, an SEN administrator and a team of effective Learning Support Assistants. The team work very closely together, supporting each other, developing resources and sharing good practice.

Department Accommodation

We have spacious teaching rooms, equipped with specialist resources and access to computer facilities. There is a large office and preparation area for staff use.

Special Educational Needs Teaching

Key stage 3 provision includes:

- The 'Inspire, Challenge, Achieve' curriculum for students who have entered the school working below age expectations. Students are taught the humanities subjects with a literacy and numeracy focus.
- Students are taught in small groups for English
- 1:1 tuition with Learning Support Specialists
- Access to a variety of intervention programmes

Key stage 4 provision includes:

- English Plus
- Curriculum Support option
- 1:1 tuition with Learning Support Specialists
- ASDAN Cope alternative pathway

Extra-Curricular

The Learning Link team run a homework club during lunchtime, SEN students are able to come along and receive support across all subject areas. We also run a successful confidence building and self-esteem group for key stage 3 students. We are keen for our students to develop social skills outside the classroom; a small group have recently gone on a residential trip to develop their communication and team work skills.

The Learning Link department offers excellent support to the girls, both in and outside the classroom. Our aim is to assist our students in achieving their best academically and to ensure that they have the confidence, knowledge and self-esteem to be successful. Therefore, we are seeking an enthusiastic and dedicated member of the team who will help to develop the existing provision further and ensure that all students receive support that is personalised to meet their individual needs.

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1253. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 58% of entries achieving A*AB and 31% A*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. Personalised pathways of CPD including coaching and leadership training for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

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