



BECKET KEYS
Church of England School

Higher Level Teaching Assistant (HLTA) with Special Educational Needs (SEN) Responsibilities

Start date: September 5th 2022

Hours: 8:00 – 4:45 Mon – Thurs, 8:00 – 4:15 Fri. 41 weeks per year.

Salary: NJC 11-17: £20.6k to £23.3k (Depending on experience).

Becket Keys' students are passionate about their school and staff will tell you that this is an exciting and exceptional place to work. The school offers a high-quality education in a caring, Christian environment in which each student is known, valued and encouraged to achieve his/her individual potential. We are committed to outstanding academic performance and to fostering a love of learning in our students.

We are looking to appoint an enthusiastic and talented Higher Level Teaching Assistant (HLTA) to join our SEN Department. This is an exciting opportunity to develop your skills in working with children with SEN and to assist in leading the work of the SEN team under the direction of our SENCo.

The successful candidate will be joining an exceptional, student focused team and will:

- Hold the Level 4 Certificate for Higher Level Teaching Assistants.
- Have excellent levels of literacy and numeracy (minimum of GCSE or equivalent English, Mathematics and Science Grade C/ Level 4 or above).
- Be articulate and committed to achieving high academic standards for all children, including those with SEN.
- Be motivated, well-organised, resourceful and able to use your own initiative when necessary.
- Be hard working and a great team player, with good interpersonal skills.
- Be confident in their ability to support students across Key Stages 3 and 4.
- Be able to assess students' responses to learning tasks and, where appropriate, modify methods to meet individual needs.
- Be able to work accurately and have strong attention to detail.
- Be pro-active, flexible and keen to take on additional responsibilities as they arise.
- Be kind, caring and have a patient personality.
- Be IT literate, especially with Microsoft Office (particularly Word, Excel, Outlook and PowerPoint); knowledge of Edukey ProvisionMap software would be desirable.
- Have a love of learning and be committed to their own professional development.

- Preferably, be knowledgeable of effective strategies to include and meet the needs of students with Dyscalculia, Dyslexia, ASD, ADHD and/ or SLCN difficulties.
- Preferably, have a good understanding of the Special Educational Needs Code of Practice (2015).

Teaching and Learning Responsibilities

- Under the direction of the SENCo, plan and deliver enrichment lessons and evidence-based Wave 2 and 3 interventions to individual and groups of students with SEN, adjusting activities according to students' responses as appropriate.
- Monitor and evaluate student responses to learning activities (including intervention workshops) through a range of assessment and monitoring strategies against pre-determined learning objectives, recording this to provide evidence of the range and level of progress and attainment.
- Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.

SEN Responsibilities – Under the Direction of the SENCo

- Support and Mentor students with SEN and/ or social, emotional, mental health needs.
- Liaise with parents of students with SEN and/ or social, emotional, mental health issues to arrange parent meetings, respond to parent emails and respond to phone calls.
- Prepare paperwork relating to EHCPs, screening assessments and referrals to other agencies (e.g., Occupational Therapy, EWMHS, Educational Psychology Service).
- Write and update key documentation including Learning Plans maps and One Page Profiles.
- Be involved in planning, organising and conducting One Page Profile review meetings.
- Ensure accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- When necessary, attend EHCP Annual Reviews.
- When required, meet with parents of students with SEN and EAL at Parents' Evening.
- Work with key staff on transition at KS2 to KS3 and KS4 to KS5 to ensure that there is a smooth transition between primary and secondary schools, as well as further education, for students with SEN.
- Support the 'Assess-Plan-Do-Review' LSAs, meeting with them on a weekly basis to offer advice, monitor progress and support the process.
- Share good practice with and train Learning Support Technicians (LSAs) in relation to student support and use of ICT.
- When necessary, to provide guidance to teachers and LSAs on the choice of appropriate teaching and learning methods to meet the needs of different students.
- In the absence of the SENCo, lead regular LSA team meetings.
- In the absence of the SENCo, manage and support LSAs as necessary to ensure they are following their support and workshop timetable.
- Carry out any other duties as directed by the SENCo commensurate with the general level of responsibility of the post.

The successful candidate will be joining an exceptional, student focused team and therefore should be experienced in working in a professional manner as an initial point of contact for various

enquiries from visitors, students, parents, external agencies and members of the public, providing excellent personal care and attention.

The appointee will be committed to our high expectations and core values – we welcome applications from colleagues irrespective of their faith or belief. However, we do ask for applicants to appreciate and respect the beliefs of others and have strong moral principles.

Staff will be provided with a comprehensive induction programme and laptop, and childcare is accessible at a neighbouring provision with discounted rates for staff members.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will need a full DBS (Disclosure and Barring Service) check, which can be applied for once a job offer is made.

The school is committed to safe recruitment and the post will be subject to an enhanced CRB check.

Closing date: Wednesday 29th June

Interview Date: TBC

Further information is available from the head teacher's PA: Emer McNeela – School Office 01277 286600 or vacancies@becketkeys.org
