



THE BILLERICAY SCHOOL

Job Title	Higher Level Teaching Assistant (HLTA)
Grade/Salary	Scale 5 Point 9 to Scale 6 Point 17 (£17,353.30 to £19,808.23)
Hours	8.30am – 3.15pm Monday – Friday 29.75 hours per week 38 weeks per year – Term time only
Starting Date	As soon as reasonably possible
Closing Date	Monday 15 April 2024 at 9.00am
Interview Date	Week commencing 15 April 2024
Reporting To	AAHT Personal Learning

Details

The ideal candidate will work with teachers as part of a professional team within Personalised Learning to support learning activities for classes, groups and/or support students undertaking lessons. Most often, this will be in person but may occasionally be remotely via Microsoft Teams or similar.

You will teach classes, intervention groups or 1-1 or small group tutoring as agreed with the class teacher, being timetabled within intervention bases. HLTAs may be expected to deliver lessons to small groups of students, assisting with preparing and planning lessons as required, to progress students' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

HLTAs work under the professional direction of a qualified teacher or middle leader and within an agreed system of supervision.

Responsibilities

- Assist the teacher to plan and prepare challenging teaching and learning objectives or to plan own activities for small group teaching
- Assist the Personalised Learning Department in managing, supervising, organising and maintaining an intervention base
- Work with small groups with resources from teachers to deliver a scaffolded approach so all can access learning.
- Use detailed knowledge and specialist skills to support and progress students' learning
- Deliver agreed learning activities to students, adjusting activities according to pupil responses/needs

Duties

Teaching/Personalised Learning Support

- Organise and manage an appropriate learning environment, and, or base
- Support teaching in preparing lesson plans and resources.
- Communicate with key identified families and students regularly which may include Parents Evenings
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives



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- Provide objective and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence
- Work with the TPP and SEND Framework to support and coach LSAs with best practice
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on students' progress/achievement etc.
- Support and direct the activities of learning support assistants in the class

Student Support

- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

Curriculum Support

- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of students' interests and language and cultural backgrounds

General Duties

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

About the Trust

We are a small Multi Academy Trust based in the South East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centered around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (**Subject to eligibility criteria*)

- Free access to our fully equipped Gym (and induction program).
- Free access to our swimming pool
- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Wellbeing programme (includes counselling sessions and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite Flu Vaccination programme
- Free tea, coffee and cake on Fridays
- Discounted Tastecard

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Work with us: [How to apply](#)

If you have any questions, please do not hesitate to contact Miss D Ancient at dancient@billericayschool.com

We look forward to hearing from you.



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Person Specification

Category	Essential
Application	<ul style="list-style-type: none"> Well completed application form Supportive references Suitability to work with children
Qualifications	<ul style="list-style-type: none"> Grade C / Grade 4/5 GCSE English and Maths
Experience	<ul style="list-style-type: none"> Experience of or interest in working with children/young people
Skills	<ul style="list-style-type: none"> Ability to keep appropriate records Ability to communicate effectively, both orally and in writing, in a variety of situations Good organisation/ability to prioritise
Special Knowledge	<ul style="list-style-type: none"> Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Outlook etc.)
Personal Attributes	<ul style="list-style-type: none"> Ability to demonstrate enthusiasm and sensitivity whilst working with others Caring attitude towards students and parents Copes well under pressure and uses humour to good effect An understanding of the need to respect confidentiality at all times
Category	Desirable
Qualifications	<ul style="list-style-type: none"> Successful experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience Meet Higher Level Teaching Assistant standards SEND qualifications Hold HLTA Status Award
Experience	<ul style="list-style-type: none"> Experience of working in a school (or similar) environment Experience of working within the caring professions
Special Knowledge	<ul style="list-style-type: none"> Awareness of the National Curriculum/GCSE (or equivalent) Understanding of the needs and demands of young people
Professional Development	<ul style="list-style-type: none"> Flexibility and adaptability in order to be able to mix and work with a wide range of people Evidence of being able to build and sustain effective working relationships with staff and students