VISION

MULTI ACADEMY TRUST

RECRUITMENT PACK

Higher Level Teaching Assistant



disability confident COMMITTED

MINDFUL EMPLOYER

Stonewall DIVERSITY CHAMPION

Welcome from the CEO

Thank you for your interest in joining Vision Multi Academy Trust as a Higher-Level Teaching Assistant at Parrenthorn High School.

At Vision Multi Academy Trust, we are proud to serve our communities through a family of schools that work together to provide the very best opportunities for children and young people. Our Members, Trustees, leaders and staff are committed to ensuring that every pupil receives an exceptional education and is supported to realise their full potential.

Vision MAT was established in July 2017, building on strong and longstanding relationships between neighbouring schools. Since then, the Trust has continued to grow and evolve, bringing together primary and secondary education within a collaborative and ambitious partnership. We continue to work closely with schools, organisations and communities both locally and beyond, recognising that collaboration is fundamental to educational excellence.

What makes Vision MAT special is our collective approach. Each school retains its unique identity whilst benefiting from the strength, expertise and support of the wider Trust. We actively share knowledge, experience and best practice, creating opportunities for both pupils and staff to learn, develop and succeed together.

We believe that great education is built on strong relationships, high aspirations and a shared commitment to continuous improvement. By working together, we are able to overcome challenges, remove barriers to success and ensure that every child receives the support, encouragement and opportunities they need to thrive.

As Chief Executive Officer, my role is to work alongside our schools to ensure that our strategy, leadership and resources support the highest standards of education, wellbeing and operational excellence. We are ambitious for every pupil and every member of staff, and we are committed to creating an environment where people can flourish, develop professionally and make a meaningful difference.

If you share our values, have a passion for education and believe you can make a positive contribution to our Trust and its schools, we would be delighted to hear from you.

We look forward to receiving your application.

Kathryn Mort

Chief Executive Officer

Dear Candidate

Thank you for your interest in the role of Higher-Level Teaching Assistant at Vision Multi Academy Trust.

Are you passionate about making a difference to the lives of young people? We are seeking a dedicated, compassionate and proactive Higher Level Teaching Assistant (HLTA) with responsibility for Social, Emotional and Mental Health (SEMH) support to join our committed Learning Support team at Parrenthorn High School.

This rewarding role offers the opportunity to work closely with students, families, staff and external agencies to support some of our most vulnerable learners. You will play a key role in promoting inclusion, removing barriers to learning, and helping students develop the confidence, resilience and skills they need to thrive both academically and personally.

Working alongside the SENDCo and a core team of HLTAs, you will oversee SEMH provision across the school, coordinate support for SEND students within an allocated year group, lead targeted interventions, and help ensure that effective strategies are embedded throughout the school community.

We are looking for an individual with experience supporting young people with SEMH needs, excellent communication and relationship-building skills, and the ability to motivate, inspire and positively influence others. The successful candidate will be committed to inclusion, safeguarding and achieving the very best outcomes for every student.

If you are enthusiastic about supporting young people to succeed and want to be part of a caring and ambitious school community, we would be delighted to hear from you.

For more information or to visit Parrenthorn High School, please do not hesitate to contact Helen Nicholls, Assistant Head and SENDCo – hnicholls@parrenthorn.co.uk

Closing Date: **12:00 noon on Friday 27th November**
Interviews: **W/C Monday 30th November**

Higher Level Teaching Assistant

Job Title	Higher Level Teaching Assistant
Responsible to	SENDCo
Hours	35 hours – Term time only + 5 days
Salary	Grade 9 (£27,186 - £29,683) actual pro rata figures
Contract	Permanent
Location	Parrenthorn High School
Start Date	ASAP

1. About the Role

Purpose and Objectives of the Post:

To work closely with our SENCO in providing targeted mental health support.
To work closely with the SENDCo and Core team of HLTAs and co-ordinate the SEND students and Learning Support Assistants assigned to one year group.
To oversee the support and inclusion of students who require our help and support, to remove barriers to their opportunities for success in school, particularly for students with SEMH needs.
To play a pivotal role in working with our SEND and Pastoral Team to cater for some of our most vulnerable students.

Accountable to: Headteacher

Immediately Responsible to: Head of Learning Support (SENDCo)

Immediately Responsible for: Social and Emotional Mental Health across the school

Duties and Responsibilities:

- Oversee the provision for students with SEMH needs across the school.
- Promote the inclusion and acceptance of all pupils, whilst supporting pupils consistently, recognising and responding to individual needs.
- To work with teachers and non-teaching staff to ensure that appropriate strategies and resources are being used to promote effective student self-management.
- Develop relationships with external agencies and providers to implement provision when necessary.
- Work closely with individual students, arranging regular meetings and check ins to help foster strong relationships and encourage positive engagement with school.
- Liaise regularly with families, updating parents/carers on the progress of their children and provisions that are in place or being considered.
- Create, share and maintain support plans that help ensure consistent approaches are taken with named students, including IEPs where required.
- Maintain records of student referrals and support, analysing data to track the impact of provision that is in place.

Other Duties

- Co-ordinate the Learning Support Assistants, SEND support plans and communication for the SEND students across one year group.
- Supervise students during social time in a designated space as directed; be proactive in providing activities or structure to engage students during this time.
- To participate in appropriate meetings with colleagues and parents relative to the above.
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
- To work under the guidance of the Head of Learning Support and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom.
- To provide guidance and training for other LSAs who may need additional support with their work, in liaison with Head of Learning Support and the core team and linked to the performance review procedures of the department.
- Monitor and support the progress of pupils with an Educational and Health Care Plan and children on the SEN register at School Action Plus level.
- Organise/ lead and evaluate intervention groups as required.
- Keep SEN register and Provision Maps up-to-date.
- Plan and review provision maps for an identified cohort.
- Make referrals and collaborate with outside agencies where appropriate.
- Update information systems as necessary.
- Use behaviour management strategies, in line with school policies and procedures, to contribute to a purposeful learning environment and positive engagement.
- Work with teaching staff to plan, review or develop resources for students.
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice.

Additional Duties

- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school.
- At all times carry out duties with due regard to the school's safeguarding and Health and Safety policies.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

Safeguarding and Child Protection

- Know what to do if there are concerns about a child.
- Take on the responsibility for providing a safe environment and promoting children's welfare.
- Undertake regular safeguarding and child protection training.
- Be familiar with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust.

Health and Safety

- Undergo Basic First Aid training and update courses as required.
- Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Continuing Professional Development - Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments relevant to the role.

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Key Attributes

- Ability to organise and prioritise workloads
- Have highly effective communication skills (both written and verbal)
- Demonstrate a high level of attention to detail
- Ability to identify stakeholders' needs quickly and deal with queries
- Demonstrate reliability, tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Work in a team with collective goals, whilst being able to work on your own initiative
- A firm yet caring approach
- The ability to undertake a variety of tasks, often at the same time
- The ability to "Think outside of the box"
- The ability to relate to both students and adults

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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2. Person Specification

Assessment method	Short listing criteria	Essential	Desirable
Application form/interview	**QUALIFICATION/TRAINING** Relevant qualification(s) in SEN support		✓
Application form/interview/evidence of INSET/ courses attended	Training in relevant strategies and SEN - e.g. literacy, numeracy, communication difficulties, speech and language etc		✓
Application form/interview	Evidence of having effectively supported children who have SEMH needs	✓	
	SKILLS		
Application form/interview	Ability to work effectively within a team environment, understand class roles and responsibilities.	✓	
Application form/interview	Ability to promote a positive ethos and role model positive attributes	✓	
Application form/interview	Ability to work effectively with the core team and other LSA's build positive working relationships with all pupils, parents and colleagues.	✓	
Application form/interview	Ability to be flexible, adapt approach in accordance with pupil needs and use own initiative	✓	

Interview	Maintaining a professional and confidential approach to information about pupils, families and staff	✓	
Application form/interview	Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.	✓	
Application form/interview	Excellent numeracy and literacy skills	✓	
Application form/interview	Ability to motivate others	✓	
	KNOWLEDGE/EXPERIENCE		
Application form/interview	Working knowledge of implementing national stage curriculum and other relevant learning programmes/strategies		✓
Application form/interview	Minimum 2 years experience of working within the secondary school sector		✓
Application form/interview	Full working knowledge of relevant policies/codes of practice and awareness of recent legislation		✓
Application form/interview	Understanding of statutory frameworks relating to teaching		✓
Application form/interview	Experience of resources preparation to support learning programmes		✓
Application form/interview	Can use ICT effectively to support learning	✓	
PROFESSIONAL VALUES AND PRACTICE			
Application form/interview	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	✓	
Application form/interview	Willingness to obtain First Aid at Work Certificate		✓
Application form/interview	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	✓	
Application form/interview	Demonstrate and promote the positive value, attitudes and behaviour they expect from pupils with whom they work	✓	

Application form/interview	Able to improve their own practice through observations, evaluation and discussion with colleagues	✓	
Application form/interview	Ability to work collaboratively with colleagues, and carry out the role effectively, knowing when to seek help and advice	✓	
Application form/interview	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	✓	
Application form/interview	Willingness to participate in relevant training and development opportunities	✓	

3. Safeguarding

Vision Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and contractors to share this commitment.

The Trust operates robust safer recruitment procedures and all appointments are subject to satisfactory pre-employment checks. These include an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, verification of identity, qualifications, right to work in the UK and any other checks required under Keeping Children Safe in Education.

In line with statutory guidance, online searches are be conducted on shortlisted candidates as part of the Trust's due diligence and safeguarding processes.

Vision Multi Academy Trust is committed to promoting equality of opportunity and welcomes applications from all suitably qualified candidates.