



BECKET KEYS

Church of England School

Special Educational Needs Higher Level Teaching Assistant (HLTA)

Start date: ASAP

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

Salary: NJC11-17. £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 SEND Department. This is an exciting opportunity to develop your skills in working with children with SEND and to assist in leading the work of the SEND team under the direction of our SENDCo.

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 SEND.
- 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 (2014).

Teaching and Learning Responsibilities

- Under the direction of the SENDCo, plan and deliver enrichment lessons and evidence-based Wave 2 and 3 interventions to individual and groups of students with SEND, 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.

SEND Accountabilities – Under the Direction of the SENDCo

- Support and Mentor students with SEND and/ or social, emotional, mental health needs.
- Liaise with parents of students with SEND 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 SEND 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 SEND.
- Support the 'Assess-Plan-Do-Review' LSTs, 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 (LSTs) in relation to student support and use of ICT.
- When necessary, to provide guidance to teachers and LSTs on the choice of appropriate teaching and learning methods to meet the needs of different students.
- In the absence of the SENDCo, lead regular LST team meetings.
- In the absence of the SENDCo, manage and support LSTs as necessary to ensure they are following their support and workshop timetable.
- Carry out any other duties as directed by the SENDCo commensurate with the general level of responsibility of the post.

Becket Keys Church of England School has 'Faith in Learning' this means that we fully expect Learning to take place for all our students on a daily basis. We also bring Faith into Learning as part of our strong Christian Ethos. This does not mean that candidates have to be a Christian, but support for the values and ethos of a Christian school is essential.

Our vision is based upon clear and concise values: Respect, Responsibility and Forgiveness. We expect our staff to know students individually and to provide them the best possible educational experience.

We are keen to appoint dedicated colleagues who are eager to support our students to achieve in all aspects of their school life and who want to be key contributors to our school's success.

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 DBS check.

Closing date: Friday 27th May

Interview Date: TBC

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