



Hillcrest School & Sixth Form Centre

Job Application Pack

Higher Level Teaching Assistant

Start from September 2024

30 hours per week

Term time only

'Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming. They enjoy coming to school and achieve well.'

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

Dear Applicant

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack along with the information on our school website useful.

Hillcrest School is an all-girls 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013, and following a short inspection in July 2017 and again in September 2022, retained our 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our full next inspection.

At Hillcrest, we provide each student with the opportunity to achieve their full academic and social potential. We combine the best of traditional values with the latest in teaching methods and extracurricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified teaching staff and support staff committed to delivering quality administration and support services to our school.

We would like to hear from you if you want to provide outstanding support for our staff and students within a forward-thinking, hard-working school community.

Thank you for your interest in our School, and I would like to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher





Hillcrest School & Sixth Form Centre

Advert - HLTA Lead Practitioner - SEND Communication & Interaction

Start from September 2024

30 hours per week, Term Time Only

Salary: Grade 4 (Full time salary starting at £32,076 rising to £39,186)
(Part time pro rata salary is approx. starting at £23,152 rising to £28,228)

We are seeking to appoint a highly motivated and enthusiastic Higher Level Teaching Assistant who will contribute to the SEN department.

We are looking for a Higher Level Teaching Assistant who has/is:

- Dedicated and motivated who strongly believes in teamwork and building positive relationships across the school.
- Excellent written and oral skills.
- The ability to communicate effectively with children, staff and parents.
- Will contribute positively to the teaching and learning of our students.
- Is committed to raising standards within a broad and balanced curriculum.
- Has the ability to develop children's wellbeing and self-esteem.



Closing date for applications: 17 May 2024

Interviews to be held on: 21 May 2024

Visits to the school are welcome: please contact us on 0121 464 3172 to arrange a visit.

Please note that appointment is subject to enhanced DBS, medical and reference checks. Hillcrest School is committed to Equal Opportunities and to safeguarding and promoting the welfare of its students'

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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Hillcrest School & Sixth Form Centre

Job Description

Job title:	HLTA - Lead Practitioner - SEN/D Communication & Interaction
Department / Location:	Learner Support
Accountable to:	SENDCo
Salary Grade / Range:	Grade 4
<p>In conjunction with teaching staff aim to maximise access to learning for students; contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.</p>	
Work Performed	
<p>To be a Lead SEND Practitioner for Hillcrest School and Sixth Form Centre, and an advocate of all SEND students.</p> <p>To uphold the integrity of the SEND Code of Practice (2015) in all aspects of the role.</p> <p>To support and contribute to the development of the Learner Support department and Hillcrest's Local Offer, under the direction of the AHT SENDCo</p> <p>To maintain records of intervention using the whole school Provision Map; and to make these available for inspection upon request by the AHT SENDCo or another senior member of staff.</p> <p>To engage in a dialogue with teaching staff/parents about the assess, plan, do, review cycle, and to advise/assist in the preparation and development of resources.</p> <p>To administer assessments - using agreed tools - and analyse outcomes, to develop evidence-based interventions for SEND students - as directed by the AHT SENDCo</p> <p>To work with allocated key students, to maintain personal confidence, promote positive behaviour, and encourage independence - in accordance with the Preparation for Adulthood Framework</p> <p>To support the learning of students with SEND within a structured teaching situation and deliver small group or individual intervention programmes as required.</p> <p>To understand how students learn and how to create and maximise learning opportunities.</p> <p>To be aware of subject/curriculum learning intentions and to assist students in making progress towards these.</p> <p>To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.</p> <p>To monitor and provide feedback to students about their progress.</p> <p>To undertake break and lunchtime time duties as directed by SLT Line Manager & SENDCo</p>	

To supervise assigned students where required, to ensure their health and safety.

To contribute when appropriate to any multi-disciplinary discussion of the students' needs/progress.

To participate in relevant staff development activities.

To become familiar with, understand, and adhere to Hillcrest School policies and procedures.

Undertake line management responsibilities of other TAs where appropriate.

Participate in meetings as required.

Manage the CPD for TAs focussed on priorities agreed with the AHT SENDCo

Provide information and reports as required on the achievement and progress of key students/SEND cohorts

In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made

A HLTA can be expected to take up to 6 per week (or 60%) whole class specified work sessions. Specified work includes planning, delivery, and assessment of a lesson. HLTAs will be under the direction of teachers. They may also be asked to take the lead role in home visits if required.

Specific Responsibilities

Under the Direction of the AHT SENDCo:

- Lead on SEND support for the area of Communication & Interaction needs
- To oversee the day to day administration of the cohort, supported by the Communication and Autism Team
- To manage and maintain the SEND Provision Map, as required
- Support the SEND team in developing and overseeing SEND Provisions for students with Communication & Interaction needs; including the allocation of TA time and the writing of One Page Profiles.
- Support the AHT SENDCo through strategic liaison with relevant outside agencies to ensure that students with an EHCP are supported effectively, in accordance with their statutory plan.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To establish positive relationships with parents/carers of students with Communication & Interaction needs; discuss specifics of the SEND provision for their child - within Hillcrest's Local Offer
- To lead parent(s) meetings of key students - particularly, those identified with SEND Communication & Interaction needs.
- Ensure that all necessary staff are kept regularly informed of SEND student/provision updates
- Working with teaching/support staff to ensure that One Page Profiles are utilised effectively, and support student needs successfully.
- To provide relevant guidance to teaching staff, with regards to appropriate teaching and learning methods; in order to meet the individual needs of students with SEND/Communication and & Interaction needs.
- To monitor the progress of students with identified SEND Communication & Interaction needs and advise the AHT SENDCo.
- To support/lead meetings with SEND staff; communicate key information to support/teaching staff – where required
- To attend whole school events and Locality SEND forums - representing SEND staff/team, as required



Hillcrest School & Sixth Form Centre

Person Specification

Job title:	HLTA - Lead Practitioner - SEN/D Communication & Interaction
Department / Location:	Learner Support
Accountable to:	SENCO
Salary Grade / Range:	Grade 4
Experience	<ul style="list-style-type: none"> • Experience of Teaching Assistant work. • Working with young people of secondary age. • Previous work with SEND learners. • Previous experience of working with young people with Autism • Experience of using IT skills effectively to support learning. • Working as part of a team. • Ability to work in a way to promote the safety and wellbeing of children and young people. • Experience of leading and managing staff • Have HTLA status, QTS status or appropriate, relevant qualification
Skills and Abilities	<ul style="list-style-type: none"> • Working knowledge of the SEND Code of Practice (2015) • Good understanding of numeracy/literacy skills • Knowledge of the HLTA standards • Working knowledge of common ICT applications, especially Microsoft Word, Excel and Outlook. • Effectively plan and prioritise regular and irregular tasks • Clarify and explain instructions to students • Communicate effectively and positively with students • Motivate pupils to learn • Assist with the organisation of the learning environment • The attribute to problem solve • Maintain records and data for interventions and student files • Work effectively with adult team members • To ability to lead • Maintain confidentiality • Ability to work under pressure and at pace • Positive approach to tasks and able to promote a 'can-do' attitude
Education and Qualifications	<ul style="list-style-type: none"> • NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards) • Educated to at least GCSE level (including Maths and English)
Other Requirements	<ul style="list-style-type: none"> • Recent Safeguarding training • Recent CPD for Autism/Communication & Interaction needs • Must be able to work flexibly and within contracted hours. • Attendance at meetings, INSET, parent's evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment.

How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website www.hillcrest.bham.sch.uk/vacancies. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements as outlined in the job description and person specification. You should give clear examples rather than simply stating that you possess certain skills and abilities.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to, we will assume it is acceptable to contact your references at any time.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date.

Electronic application forms should be sent to: enquiry@hillcrest.bham.sch.uk

Postal application forms should be sent: F.A.O Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.