



The Ellen Wilkinson School
For Girls

HIGHER LEARNING
TEACHING ASSISTANT with
responsibilities for Child
Protection
RECRUITMENT INFORMATION

A Specialist College for
Science & Mathematics







Background



The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over

1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





The Role HIGHER LEARNING TEACHING ASSISTANT with responsibilities for Child Protection

Post Title	:	HLTA with responsibilities for child protection
Report to	:	Assistant head in charge of inclusion and SENCO
Salary	:	Point 29 (approximately £24,000 per annum Inclusive of allowances)
Hours	:	5 days per week (35 hours per week), term time only, 39 weeks per year (195 days)
Closing Date	:	Monday 16 th July at 12pm

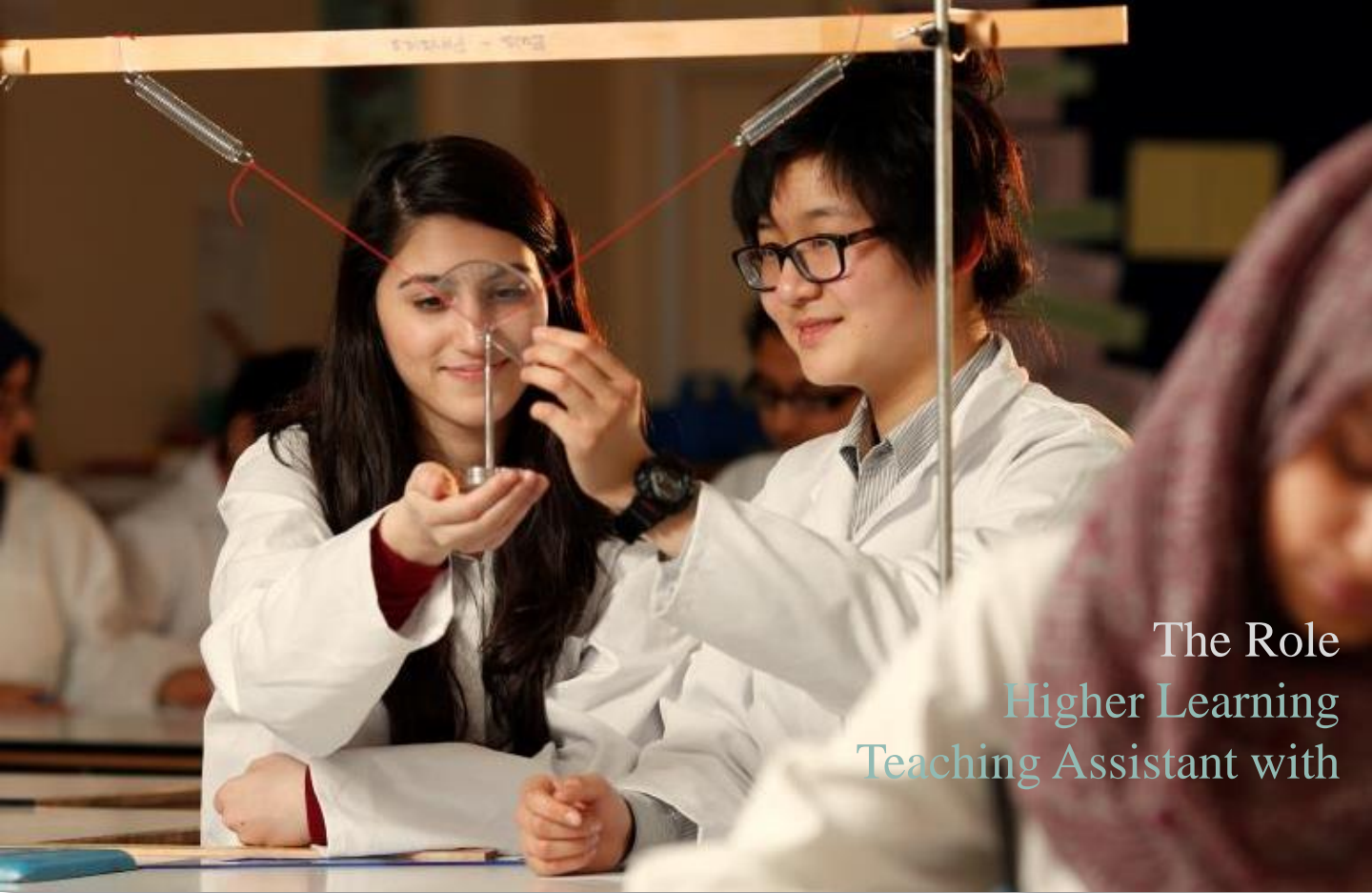
The post has a probationary period of six months

Main purpose of the post: To complement the work of the staff in the school by taking responsibility for interventions with individuals or groups of children who are experiencing complex emotional needs or have a safeguarding concern.

- To play a key role in keeping children in our school community safe and to address concerns with sensitivity, professionalism and adherence to confidentiality, in line with school systems
- To work with the school's pastoral team, SEN team and external agencies to assist pupils who need support to overcome barriers to learning and/or protecting from harm
- To act as part of the pastoral and SEN teams in developing and putting into practise cutting edge procedures, policies and strategies to support students
- To liaise with teaching staff, support staff and external professionals and service and to advocate on behalf of vulnerable students

SUPPORT FOR THE SCHOOL

- Comply with the whole school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils 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, to support achievement and progress of pupils
- Take the initiative as appropriate to work in accordance with appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out-of-school learning activities within guidelines established by the school
- To maintain the relevant area of the school

A photograph of two students, a young woman and a young man, wearing white lab coats and working together on a science experiment. They are using a pendulum setup with a string and weights. The woman is holding a small object, possibly a weight, while the man is adjusting the string. They are both looking intently at their work. The background is slightly blurred, showing other students in a classroom setting.

The Role Higher Learning Teaching Assistant with

SUPPORT FOR STAFF


- Organise and manage appropriate learning environment and resources
- Monitor and evaluate pupil responses to interventions through a range of assessment and monitoring strategies
- Provide objective and accurate feedback and reports as required using appropriate evidence
- Record progress and achievement in lessons/activities systematically
- Work within the whole school behaviour management policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback.
- Produce relevant materials and resources

SUPPORT FOR INTERVENTION PROGRAMMES

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver individual and group interventions and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR PUPILS

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



The Role HIGHER LEARNING TEACHING ASSISTANT with responsibilities for Child Protection

DUTIES AND RESPONSIBILITIES:

- Work closely with the SEN and pastoral teams by identifying and supporting those in need or at risk
- Work with those children identified by the school's SEN and pastoral team by drawing up and implementing personalised action plans
- Meet with said pupils individually or in small groups according to a pre-arranged timetable
- Keep abreast of new developments in SEN and safeguarding and behaviour and its application in the formal education setting
- Carry out efficiently all administration for the role including maintaining detailed up to date records
- Write and/or collate information and data including reports for the school's administration (including pastoral team and governors), LA, OFSTED or any other relevant bodies
- Support an induction package to students arriving to the school as casual admissions as directed by relevant staff
- Plan and delivering lessons to support students' learning as relevant
- Taking an active role in organising and attending out-of-school learning activities for the identified cohort
- Take an active role in supporting reviews for children such as annual reviews for EHCP students
- To lead on organising, planning and delivering high quality interventions for individual/groups of SEN pupils
- Attend occasional relevant after school events such as Parents' Evenings
- Attend relevant meetings off site and on site to do with child protection matters
- Meet with students about safeguarding issues and take and keep accurate records of said meetings
- To work closely with and specifically to report all safeguarding concerns to the Designated Safeguarding Lead
- Make referrals to appropriate external agencies in line with whole school procedures
- To ensure smooth transfer of pupil information between institutions as needed
- Liaise between relevant staff teams and external agencies
- Undertake other duties in accordance with the Health and Safety at Work Act
- Undertake any other relevant tasks and duties as directed by Line Manager including support for the maintaining of the learning environment and duties around the site

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment



The Person Specification

Experience	<ul style="list-style-type: none"> • Experience of working with children in secondary schools. • Previous successful experience working with young people on an individual basis, supporting their personal development
Qualifications/Training	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. • Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths. • Training in relevant learning strategies e.g. literacy or ASD
Knowledge/Skills	<ul style="list-style-type: none"> • Full working knowledge of relevant policies /codes of practice /legislation. • Working knowledge and experience of implementing relevant learning programmes /strategies. • Good understanding of child development and learning processes. • Understanding of statutory frameworks relating to teaching. • Constant seeking to improve own practice/knowledge through self-evaluation and learning from others. • Understanding of roles and responsibilities in school and own position within these. • Commitment, energy and patience, and being prepared to learn. • An up to date knowledge of the theory of behaviour and the relevant management techniques of negative behaviours. • An up to date knowledge of safeguarding and child protection. . • Knowledge of, and ability to work with, a wide range of support services, both from public and private sectors; ability to draw upon a wide range of support, information, opportunities and guidance. • Ability to identify potential barriers to learning and engage in strategies to overcome these barriers. • Competence in the skills of networking, counselling, facilitating and developing others. • Excellent communication skills (verbal and written). • Be organised and thorough with admin tasks and be able to use a variety of IT packages.
Personal qualities and abilities	<ul style="list-style-type: none"> • Ability to develop and sustain successful relationships with students, parents and colleagues at all levels • An understanding of the importance of following school procedures and working within a team under clear line management structures. • Ability to lead by example and take responsibility • Excellent organisational and interpersonal skills • Enthusiasm, good humour, energy, resourcefulness and creativity • Be trustworthy and reliable; specifically in sharing confidential information with relevant staff/agencies in the appropriate manner. • Commitment to helping individuals achieves their goals. • A high level of organisation and independence. • Commitment to, and awareness of, the principle of equal opportunity



Living and working in Ealing

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Transport

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering

very short travel times to and from the West End and Westfield Shopping Centre.

Rail: First Great Western trains from Ealing Broadway and West Ealing to Paddington take just 10 to 15 minutes, with the Heathrow Connect service getting you to the airport in less than 30 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 83 (to Golders Green) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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Culture and Amenities

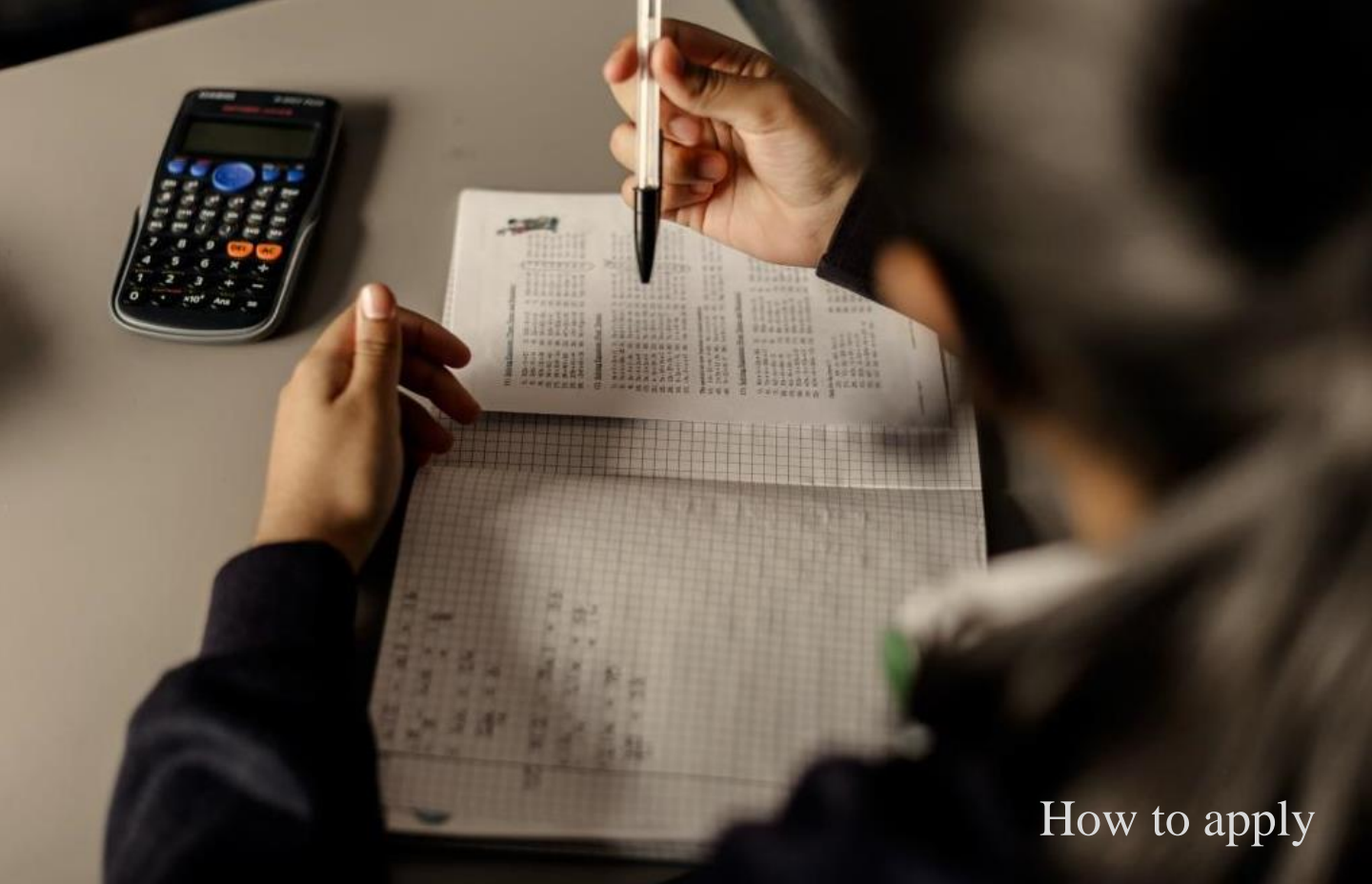
Popular restaurants and bars include The Grapevine, The Grange, and Charlotte's Place, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



How to apply

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he Ellen Wilkinson School for Girls seeks to appoint a Higher Learning Teaching Assistant to contribute towards the vision and effectiveness of a dedicated and successful school.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
Ealing
London
W3 0HW**

Closing date for applications is on **Monday 16th July 2018 at 12pm**. We will contact shortlisted applicants only.

If you would like to tour the school prior to your application, please telephone the school on 0208 752 1525 to arrange a visit.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



The Ellen Wilkinson School
For Girls

Queens Drive, London W3 0HW
0208 752 1525 | www.ellenwilkinson.ealing.sch.uk



The Ellen Wilkinson School
For Girls

Inspiring

Passionate

Nurturing

Successful

Creative

A Specialist College for
Science and Mathematics

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.86 (Top in the Borough)

HIGHER LEARNING TEACHING ASSISTANT with responsibilities for child protection

35 hours per week , Term time only (39 weeks per year)

Salary: Point 29 (approx £24,000 per annum inclusive of allowances)

This post has a probationary period of six months

An exciting opportunity has arisen for a HLTA within our school. We are looking for a well-qualified, motivated and experienced individual to take on this rewarding and fulfilling role.

We would like to hear from you if you have recent experience working within a Secondary school setting. You will need to have the skills to meet the range of needs of our pupils and ensure that your input makes a difference to their confidence, progress and achievement in school. You must be a pleasant and willing individual with the ability to remain calm and cheerful under pressure.

The Closing Date for the post is Monday 16th July 2018 at 12pm

Recruitment Pack and Application Forms can be obtained from www.ellenwilkinson.ealing.sch.uk/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.