

## **Job Advertisement: Higher Level Teaching Assistant (HLTA)**

Bishopswood is a special school based in Sonning Common, South Oxfordshire (Berkshire border), and is part of the Propeller Academy Trust. We provide specialist education for children aged 2 — 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD. The school is part of The Propeller Academy Trust.

### **Job details**

#### **Location:**

**Salary:** Grade 9, Hourly rate £17.29-£18.72. Actual salary £25,069.59 - £27,141.82 based on 32.5 hours per week.

**Hours:** 32.5 hours per week, to be worked from Monday to Friday between 8.30am-4.00pm. 38 working weeks plus 6.48 weeks paid holiday per annum.

**Contract type:** Part time, permanent, term time only

**Reporting to:** Assistant Headteacher

**Closing date for applications:** Monday 31<sup>st</sup> March 2025

**Start date:** As required (subject to the completion of all necessary checks)

### **Main purpose**

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and assisting the teaching staff in the implementation of National Curriculum/Developmental Curriculum and School Curriculum. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording, and reporting on pupils' achievements, progress, and development.
- Be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal, and training.
- Be responsible for communication liaising between managers/teaching staff and teaching assistants as well as organising and chairing TA meetings at least termly and actioning any points raised.
- Undertake if required, recruitment/induction/appraisal/training/mentoring for other teaching assistants and ensure that new TAs have completed a full induction process following the school policy and are well versed with Health and Safety issues throughout the school.

**We would like to hear from you if**

- You have good numeracy, literacy, and ICT skills (GCSE Level 4 or equivalent in English and Math's is desirable)
- You have the ability to work with a range of children and young people with additional and complex needs
- You are a team player who can build good working relationships with colleagues
- You are flexible, enthusiastic, and resilient, with a good sense of humour
- You are committed to ongoing personal development
- You have high aspirations in teaching and learning for all children and young people

### What can we offer you

- The opportunity to work with a progressive and forward-thinking multi-academy trust, where you are making a difference to the lives of young people.
- Opportunities for development and career progression
- Induction programme and ongoing CPD and training
- A range of staff benefits including access to an Employee Assistance Programme and a workplace pension scheme (LGPS)
- Free eye test for DSE users
- Free flu vaccinations
- Free tea and coffee
- Refer a friend bonus (up to £500)
- A positive and friendly working environment

### How to Apply

For further details, and to apply, please visit [Vacancies - SAMpeople Recruit](#). Please note that CVs will not be accepted.

### Application Timeline

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at [recruitment@bishopswoodschool.co.uk](mailto:recruitment@bishopswoodschool.co.uk)

Visits to the school are welcome by arrangement. Applications will be considered on receipt and interviews arranged accordingly.

Please note, the school reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future

**The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.**

**The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).**