



Position: HLTA

Salary: Local Government (NJC): Scale 4
Term Time Only

Contract: Permanent

Disclosure Level: Enhanced

We will all fulfil our unique God-given potential



SAINT GABRIEL'S COLLEGE

Saint Gabriel's College is a small, inclusive 11-16 Church of England secondary school in the heart of Lambeth where every member of the community is valued. All our students are encouraged to achieve excellence by working hard, continuously improving, growing spiritually and thinking of others. We believe that all our students are made in the image of God and, as such, are of intrinsic value. Our mission is to help everyone in our school flourish and fulfil their unique, God-given potential. We seek to educate the whole child, pursuing academic excellence through the principles of wisdom, hope, community and dignity.

The recruitment and development of an exceptional team of practitioners is a top priority for us. Our team comprises committed professionals who are invested in ensuring that each member of our community fulfils their unique God-given potential. We are clear that our aim for students to secure the very best outcomes relies upon our ability to deliver high standards of teaching and learning as well as our provision of high quality professional development.

We are seeking to appoint an ambitious and talented Assistant Principal with a relentless focus on ensuring high-quality teaching and learning at Saint Gabriel's College.

WHY WORK FOR US?

We have high ambitions for our students and we want them to have access to a world-class education. In 2018, we were delighted to be recognised by Ofsted as a 'good' school whose provision for students' personal development and welfare is 'outstanding'. We are a successful, well-led school with a supportive staff who are friendly, collaborative and enjoy enriching the lives of our students each day. Saint Gabriel's College is a great place to work. We have an excellent team of dedicated staff and we understand that we are privileged to work with such wonderful young people.

STAFF BENEFITS

- Funding for a range of qualifications to support your development
- Access to our Professional Development Pathways programme
- Confidential coaching and/or counselling sessions
- Cycle to work scheme
- Annual travel season ticket loan
- The opportunity to request flexible working arrangements

JOB DESCRIPTION

ACCOUNTABILITY

The HLTA is directly accountable to the SEND Manager/SENDSCO.

JOB PURPOSE

To assist in the support of students with Learning Difficulties and Disabilities/Special Needs (LDD/SEN) and EAL.

GENERAL RESPONSIBILITY

All staff at Saint Gabriel's College accept responsibility for school improvement and for providing an atmosphere in which students have the opportunity to fulfil their unique God-given potential for intellectual, emotional, physical, spiritual and psychological growth. We expect all staff to support the Christian ethos of the school, in word, manner and deed, maintaining the highest professional standards and contributing actively to the development of the school as a thriving community.

KEY STRATEGIC RESPONSIBILITIES

SUPPORT FOR STUDENTS

1. To be familiar with a range of teaching resources and strategies suitable for students with LDD/SEN and EAL
2. To adapt teaching resources and strategies in order to work effectively with an individual or a small group.
3. To oversee the taking of prescribed medicines under the Principal's direction and assist in supervision of any medical examinations.
4. To assist with students with LDD/SEN on their arrival and departure from school.
5. To assist in the maintenance of SEN records, IEP's and reports in accordance with established systems, to attend meetings with parents and other professionals as required
6. Under the supervision of the SENCO help deliver access arrangements.
7. To train in basic first aid and appropriate specialist treatment which SEN children may require during their time in school.
8. To arrive in class, on or before the start of the lesson, and to begin and end withdrawal lessons on time, ensuring that the student is suitably prepared for the next lesson.
9. To support with specific literacy interventions and classes.

SUPPORT FOR STAFF

1. Liaise with the class teacher between and at the start of lessons.
2. Liaise with other staff working directly with students with LDD/SEN, subject teachers and pastoral tutors in order to identify appropriate tasks and resources and to share information about the student's progress and other factors impacting on his/her access to the curriculum and life of the school.

3. Actively support the teacher in managing behaviour positively and in accordance with the school's Behaviour for Learning Policy, to act as Learning Mentors where appropriate and where such a need is identified through review of pupil progress; to be proactive in trying to engage students who present with challenging behaviour or a reluctance to work co-operatively
4. Work effectively as part of a team and within the whole school staff in addressing the special educational needs of students in a mainstream setting as directed by the Head of Faculty for Support for Learning; To undertake a specific area of responsibility within in the Faculty in consultation with the Head of Faculty and Colleagues.

SUPPORT FOR SEND MANAGER

Under the supervision of the SEND Manager:

1. To be responsible for ensuring SEND students IEPs, are created and updated in a timely fashion
2. To be responsible for ensuring that the SEND register is updated in a timely fashion
3. To contribute to the EHCP annual review and statutory needs assessment process for individual students
4. To deliver small group interventions

OTHER

1. Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the school's systems.
2. Challenge homophobic, sexism, racism and other forms of discrimination and promote good community relations.
3. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
4. Work in accordance with the Schools Health and Safety Policies and Procedure.
5. Undertake such other duties as may be required commensurate with the grade of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Qualifications

Required:

1. GCSE (or equivalent) in English and maths

Desirable:

1. Degree or equivalent
2. Evidence of ongoing Professional Development
3. Teaching Support Certificate, NVQ or equivalent
4. First Aid Training

Experience

Required:

1. Experience of working with young people
2. Knowledge and understanding of policies and procedures in relation to working with and in the protection of children and young people.
3. Experience of supporting students with learning difficulties, those needing physical care or those with English as a second language

Desirable:

1. Experience of working in a school

Knowledge, Skills and Competencies

1. Excellent ICT skills, especially Microsoft Office packages including Word, Excel and database software
2. Excellent communication and interpersonal skills
3. The ability to empathise with the needs of students and the demands of teaching staff.
4. Confidence to communicate verbally in a fluent and concise professional manner and to contribute to written reports as required.
5. A demonstrated ability to approach problems logically and pragmatically
6. A positive approach to change and the ability to work constructively in a changing environment.
7. Willingness to undertake any training relevant to the role
8. Effective communication and interpersonal skills
9. High degree of accuracy
10. Ability to work both alone and within a team to achieve specified standards
11. The ability to work flexibly in order to meet deadlines and to manage own workload
12. Ability to communicate a vision and inspire others
13. Ability to build effective working relationships with staff and other stakeholders

Personal Attributes

1. A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
2. Uphold and promote the ethos and values of the school
3. Ability to work under pressure and prioritise effectively
4. Maintain confidentiality at all times
5. Commitment to safeguarding and equality