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JOB APPLICATION PACK 2024-2025

HLTA - SEN Required Asap

Mr David Lucas - Executive Headteacher

PRIMARY PHASE

Leahurst Road, London SE13 5HZ Tel: 0208 325 4551

SECONDARY PHASE

Taunton Road, Lee, London SE12 8PD Tel: 0208 852 3191

admin@trinity.lewisham.sch.uk

www.trinitylewisham.org





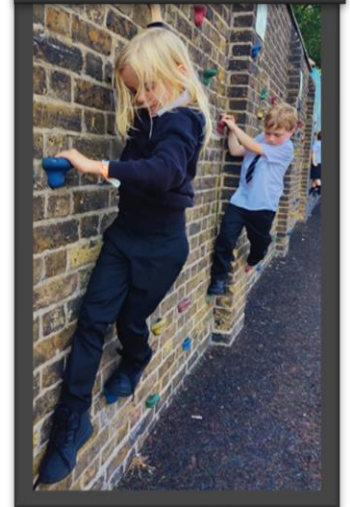
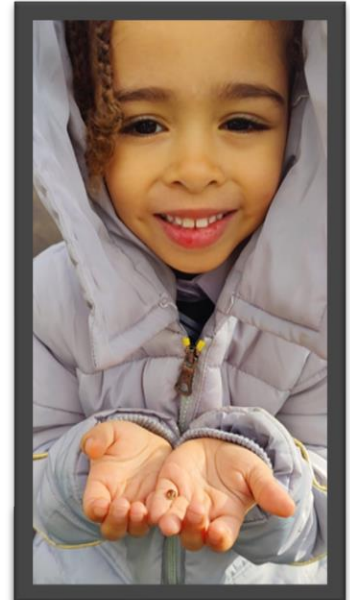
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About Trinity Church of England School

Welcome to Trinity CofE school.

Thank you for your enquiry about the post of a HLTA - SEN at Trinity CofE School Lewisham. I hope this pack gives you all the information you need at this stage, and that we can look forward to your application. If you require any additional information or have any questions, please do not hesitate to contact us straight away.

Trinity, an all-through school, is a thriving community, where our staff and pupils are enthusiastic, conscientious, talented and caring. We take appointing new staff very seriously and seek other professionals who are committed to young people and supporting Trinity to continue to move forward. We are very proud of our school and are seeking like-minded people to join us with our vision and ethos of enabling all pupils succeed in a happy and caring environment. The successful candidate will help support our inclusive vision in providing the very best education for all children and help us to achieve the next level of success.

Trinity is one school on two sites: are a two-form entry Primary School on Leahurst Road, London, SE13 5HZ; and a four-form entry Secondary School on Taunton Road, Lee, London SE12 8PD. Just a short walk between them.

The Primary Phase is in a renovated Victorian building that has a vast amount of space and facilities. We have a dedicated music room, food technology room and a large computer room alongside our library. We have 2 indoor spaces to use for PE / Whole School Worship and other events. We are lucky to have a large outdoor space as well.

The Secondary Site is a modern purpose-built building that has all the latest facilities. The building has a sense of space for all the school community. The Primary and Secondary Phase operate as one school to enable all pupils to gain the benefits from the through school ethos.



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Transition, Curriculum and Assessment is shared across the phases, as well as Staff Expertise. Students from both phases benefit from being part of a through school as well as our staff. Despite separate buildings our pupils share a set of distinctive characteristics which make them true Trinitarians.

We have a strong Character Education that ties us together from early years through to Year 11. From the start of their academic career our young people are skilled, nurtured and supported through a family structure.

We have a strong Christian community, in which children and adults can flourish. A community where pupils fulfil their potential and achieve the very best educational outcomes, enabling them to make good life choices, to uphold British Values, and to take their place as citizens of the wider world.

Our ethos says:

- We are a Learning Community
- We are a Loving family
- We are Living good lives

To find out more about our school please do visit our website, www.trinitylewisham.org, where you can look at the all-through school elements or the distinctiveness of each of the two phases.

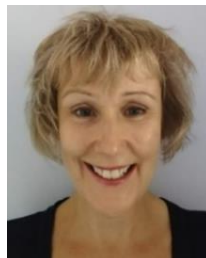
The specific Job Description and Person Specification give the details for the job, and highlight what we are looking for through this selection process. This booklet also provides you with our strategic plans which outlines our vision, ethos, distinctive characteristics and our priority work streams to help us develop towards outstanding. If you are interested please do complete the application form. The details of the deadline can be found in the job advert attached at the back of this pack, as well as on our website.

We look forward to welcoming you to our family.

Thank you,



David Lucas - BSc (Hons), MA, NPQH
Executive Headteacher



Moira Cuthbert
Chair of Governors



Janet Hills
Chair of Governors



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The Interview Process

The best way to find out about the school is to visit and have a guided tour of the site.

- The deadline for applications will be at **12:00 15/09/2024**
- Please email our Admin and HR manager at u.ezirim@trinity.lewisham.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position.
- Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.
- Our governors are keen to ensure our staff team are representative of our schools diverse community and therefore welcome applicants from people from the BAME community.

The selection panel will shortlist from the application forms and candidates will be informed soon after. If you have not heard from us by 29/09/24, please assume that you have been unsuccessful on this occasion, and we do welcome future applications from you.

The interview date is immediately after shortlist.

Each task will be scored and those with the highest score will be offered the post. We will inform you at interview of when candidates will be informed of the outcome and some feedback will be given at this time.

Interviews are a two-way process, please ask as many questions as possible and make sure you feel like this is the school for you.



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TRINITY SCHOOL

Job Description

Title: HLTA - SEN (Secondary)

Grade: SO1 (37,575 – 38,769 FTE) Pro-rata for 40 weeks £33,066 (Est.)

Reports to: Deputy Head Teacher of the Secondary Phase

As a church school it is our vocation, moral obligation and delight to provide an excellent education for every pupil.

As Leaders we will:

- Embody the Trinity Vision: Live Life in all its Fullness
- Demonstrate the Trinity Distinctive Characteristics
- Ensure that the three pillars: Learning, Loving and Living underpin all our work
- Be reflective, mindful people demonstrating the character we wish to foster in pupils
- Lead learning by being outstanding models of learning and teaching by following and embedding the Trinity Standards
- Foster the school's inclusive ethos by nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Share direct accountability for making the school outstanding in every area
- Discover and develop the skills and talents of all members of the community
- Play an active part in the life of the school and the wider community leading and supporting staff and pupils and representing the school at public events
- Undertake any other duties that may reasonably be required by the Executive Headteacher.



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General Purpose of Job:

The HLTA - SEN will play a major role under the direction of the Deputy Head in leading and inspiring excellence throughout Trinity. You will be working specifically within the Secondary Phase but will also work and share good practice with the Primary Phase so that we have consistency across the school and to aid with transition.

You will lead the SEN and Inclusion assistants at Trinity Secondary, be responsible for the SEN register, all EHCP applications, consultations and provision for those with EHCPs, and work alongside the Year Progress Leaders to ensure all pupils are making adequate progress at Trinity over time. Timely intervention is paramount to ensure our high expectations are met. You will also be responsible for training staff on the needs of our SEN pupils and for helping the school fully promote quality first teaching along with the Senior Leadership Team.

You will have direct oversight of the code of practice, update the school SEN Policy and Provision Map and directly deal with parents and the LA SEN team to ensure Trinity is a Centre of excellence.

Duties and Responsibilities

- To work closely with the head teacher, senior management team and colleagues in the strategic development of the school's SEN policy.
- Oversee the day-to-day operation of the SEN policy with the aim of raising achievement of pupils with special educational needs and disabilities.
- To line manage all assistants within the SEN and Inclusion team. This includes the performance management and continual CPD of the team. To manage return to work procedures, leave of absence etc. for those line managed .
- To ensure the EHCP process runs smoothly at Trinity Secondary, in particular ensuring all actions on plans are met, annual reviews are carried out, emergency reviews are carried out when necessary, applications for EHCPs are made in a timely fashion when required.



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- Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs
- To ensure pupils are assessed for exam concessions and that systems are in place to support these pupils through their formal exam period.
- To set up and oversee the impact of all intervention strategies for pupils on the SEN register. To regularly evaluate the performance of the groups and make changes where required to ensure we have value for money.
- To oversee the literacy and numeracy projects, including Thinking Reading, of the school to ensure they are having the desired impact. To evaluate and make changes to ensure they are adding value to pupils' progress.
- To produce the:
 - SEN report to Governors termly
 - SEN Information Report annually
 - SEN Policy and Provision Map annually
 - To quality assure the half termly intervention progress reports and feedback to the YPL Team
- Maintain records and files for all children with SEN and update SEN register as required
- Co-ordinate all transitions (from Primary / to Tertiary / children leaving to, or transferring from, other schools)
- To set up and maintain the department handbook
- Liaise with Class teachers, Parents, Support assistants and outside agencies such as (but not exclusive):
 - Specialist teachers
 - Speech and language specialists
 - Physio and Occupational Therapist



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- Play and Drama Therapists
 - Statutory Assessment Service
 - Educational Psychologist
 - Drumbeat (ASD service)
 - Hearing and sight impairment teams
 - SEN case workers and advisors
 - Social Care
 - Counsellors
 - Health Practitioners
 - Other local SENCOs
-
- Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
 - Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
 - To observe class-based practice of SDAs, ensuring pupil outcomes are being met. To observe intervention sessions, ensuring quality delivery.
 - Work with the attendance team on the attendance of SEN pupils.

Additional Responsibility

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.



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Person specification: HLTA - SEN

	Essential	Desirable
Education and qualifications		
The Higher-Level Teaching Assistant Diploma/ equivalent Level 4 qualification/ Qualified to degree level / Diploma or recognised SEND qualification	X	
GCSE English and Mathematics at Level 2 or higher (or equivalent qualifications).	X	
SENCO / related qualification or working towards one		X
Right to work in the UK	X	
Further professional study	X	
Experience		
Significant experience of working in a SEND / inclusion setting	X	
Understanding of the SEND Code of Practice and its implementation	X	
Experience of working with young people (11-16)	X	
A vision for how pupil attainment can be improved and maintained for SEND pupils	X	
Successful experience of monitoring and target setting to improve outcomes for SEND pupils	X	
Understanding of different models of support for students with SEND	X	
Knowledge of the EHCP process and making applications		X
An understanding of child development, child protection procedures and Health and Safety issues.	X	
Skills		
Ability to communicate and interact with children and young people	X	
Ability to deal with students' physical, emotional and behavioural needs as well as provide individual support as appropriate.		
Ability to deliver group intervention	X	
Ability to forensically analyse data to identify needs that need addressing	X	
Able to make judgements about the quality of your own teaching and learning and that of others to enable staff to improve through reflection	X	



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Well-developed interpersonal and communication skills (including written, oral and presentation)	X	
Excellent time management	X	
Keen to get involved in wider school life	X	
Desire to go above and beyond in improving the outcomes for young people in the local community	X	
Effective personal ICT skills relevant to day to day practice	X	
Able to be a strong visible presence within the school	X	

Trinity is fully committed to the safeguarding of children. This post is subject to an enhanced Disclosure and Barring Service (DBS) check prior to appointment. The school also carries out other necessary checks including identify, right to work in the UK, proof of qualifications and two references (including most recent employer).



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Trinity Church of England School: 2024 – 25 School Improvement Priorities: Growing Exceptional Practice

Our vision			
<p>The Trinity community will live “life in all its fullness” by:</p> <ul style="list-style-type: none"> Establishing a unique and personalised learning journey through Trinity and beyond Continuing to nurture our warm and caring family environment to support all to flourish. Inspiring all to achieve and celebrate ongoing and future successes. 			
Ethos	Learning	Loving	Living
Distinctive characteristics: Terrific Trinitarians	Open minded. Knowledgeable. Insightful.	Caring. Principled. Resilient.	Reflective. Courageous. Independent.
Priority work streams	Preparation: Metacognition	Socialisation: Faith	Autonomy: Self-Regulation
	Trinity Culture Becoming a Trinitarian Christian Foundation Personal development Attendance and Punctuality Communication		
	Pedagogy Adaptive Teaching Pre/Post Teach Homework	Trinity Family Parent curriculum School of choice Community Hub	Impactful Leadership Pupil Leadership Subject Leadership Leadership at all levels
	Literacy Development Reading Writing	Positive behaviour Behaviour for play Behaviour for learning	
	Curriculum Audit “Fit for the Future”		
	Inclusion Quality first teaching SEND Mental Health and Wellbeing BCR IQM: Flagship – moving from “equity” to “justice for all”		
Evaluation process	System measures Regular School Improvement Plan reviews; Staff Appraisal Process; Central data tracking system to provide feedback on progress throughout the year (see assessment cycle); Quality Assurance of Teaching, Learning and Assessment (learning walks, lesson observations, book looks); Governors reports and meetings.	Accountability measures Staff Appraisal Targets set for each staff member. Governors will hold the school to account through the scheduled meeting cycle.	



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VISION

Trinity Standards

Our Trinity Standard is expressed in the grid below – showing the different strands expected under each of the 7 categories. These are not expected to be seen in every lesson, but instead they should be evident over time. Observations will be

Intent

To deliver the content of the national curriculum augmented with knowledge and understanding which will enable our pupils to **“live life in all its fullness”**.

Trinity has created a **knowledge engaged progress model** which clearly outlines the:

- **key knowledge and vocabulary** to be delivered and;
- **character developing experiences** to be offered

at specific milestones from reception through to Year 11

Implementation

Through seven key principles that make up the Trinity Standard for Teaching and Learning.



Impact

For our pupils to:

- achieve academic success;
- be prepared for the next step of their journey through Trinity and beyond;
- gain cultural and social capital;
- be able to procedurally engage with a rich web of knowledge;
- become courageous advocates who fight social injustices.

looking at areas of strengths and highlight areas to develop from these categories.

Please visit: www.trinitylewisham.org.uk for more information



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JOB ADVERTISEMENT



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Trinity Church of England School Lewisham

Executive Headteacher: David Lucas BSc (Hons) MA NPQH
Secondary Phase: Taunton Road, Lee, London, SE12 8PD
Primary Phase: Leahurst Road, London SE13 5HZ

Trinity is a successful 4-16 co-educational Church of England school with a passion for learning.

HLTA - SEN

Grade: SO1 (37,575 – 38,769 FTE) Pro-rata for 40 weeks £33,066 (Est.)

Permanent Post

Required Asap!

Trinity has a vacancy for a dynamic and inspirational HLTA SEN to join our flourishing family. Trinity is a fantastic place to work with motivated and well-behaved pupils, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities thrive.

We are Outstanding from our SIAMs inspection and Ofsted rated Good with Outstanding features.

If you think you can contribute to the future success of Trinity and wish to join our thriving community, please review our application pack and apply for the position. For any questions or if you wish to visit the school, please contact our Admin and Human Resources Manager Mrs Uloma Ezirim on 0208 8523191, email u.ezirim@trinity.lewisham.sch.uk or visit our website for more information: www.trinitylewisham.org.

Closing date: 15/09/24

Interview: Immediately after shortlist

Our governors are keen to ensure our staff is representative of our school's diverse community and would therefore welcome applicants from people from the BAME community.

We reserve the right to close this application earlier if we find the right candidate.

Trinity is committed to safeguarding and promoting the welfare of children and young people

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