



Haberdashers'
Crayford Primary

SEN HLTA Recruitment Pack

JANUARY 2026



Ofsted
Good
Provider

Together, stronger



Haberdashers'
Academies Trust
South

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Letter from Jan Shadick, CEO

Dear Candidate,

Thank you for your interest in the post of SEN HLTA

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and are committed to a diverse and inclusive student and staff body.

If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

For a confidential discussion regarding this post, please contact Business Manager Sian Flood on s.flood@habstrustsouth.org.uk

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Letter from Kate Ellis, Principal

Dear Candidate,

Thank you for your interest in the role of SEN HLTA, at Haberdashers' Crayford Primary.

As a SEN HLTA you will play a pivotal role at Crayford Primary. In this role, the SEN HLTA plays a key part in leading and delivering high-quality support for students with SEND, both within mainstream classrooms and the school's resource provision. Working under the direction of the Inclusion Lead, the post-holder provides tailored in-class support, prepares adapted lessons and resources, and plans and delivers bespoke interventions that meet the individual needs of each child. The role also involves supporting and guiding SEN Teaching Assistants, contributing to EHCP requests, and leading review meetings to shape effective strategies for progress. With a strong focus on understanding and responding to diverse behaviours, the SEN HLTA ensures that all students receive the specialist support required to thrive academically and socially.

I am delighted that Crayford Primary was rated a 'Good' school by Ofsted in March 2024. We provide targeted support and a broad education to enable each and every one of our pupils to reach their full potential and to grow into well-rounded members of our community. Ofsted inspectors highlighted the following key strengths:

- Pupils enjoy attending Haberdashers' Crayford Primary
- We maintain high expectations for learning and achievement, resulting in strong pupil progress across various subjects, including SEND
- We have designed an ambitious and rich curriculum, and we effectively support pupils with SEND
- We actively promote a love of reading, using diverse book selections to enhance pupils' comprehension and understanding of the world

I hope that this brief information, alongside the recruitment details, encourages you to apply to join us in our exciting current phase of development. We encourage visits to the school which can be arranged by contacting Business Manager, Sian Flood on s.flood@habstrustsouth.org.uk

I look forward to receiving your application and welcoming you to Haberdashers' Crayford Primary.

Kindest regards



Ms Kate Ellis
Principal, Haberdashers' Crayford Primary



About Haberdashers' Academies Trust South



At Haberdashers' Academies Trust South, we transform lives through education, empowering children and young people across south-east London to dream big, grow with confidence, and create a brighter future. We build knowledge, confidence, and character in every learner, ensuring they thrive at school and beyond, no matter their background.

As part of the Haberdashers' family, our schools benefit from a unique blend of state and independent education, creating life-changing opportunities and experiences that inspire ambition and prepare learners for tomorrow's world.

We are proud to be a diverse and inclusive community, guided by our commitment to **Equity, Equality, Diversity, and Inclusion (EEDI)**:

- **Equity:** Supporting individuals according to their needs.
- **Equality:** Valuing and treating everyone fairly.
- **Diversity:** Celebrating uniqueness and the strength it brings.
- **Inclusion:** Ensuring everyone feels they belong and can contribute.

All members of our community are expected to uphold this commitment, challenge discrimination, and help build a safe and welcoming environment.

Together, we live our values of **Dream, Grow, and Create**, shaping a community where potential is realised and futures are transformed.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes our Trust and schools what they are today.

The Worshipful Company of Haberdashers



Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 19 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

Role Description

Job Title:	SEN High Level Teaching Assistant
Contract type:	Permanent, Full Time, Term Time Only
Salary:	Band 5 Point 17-20 (For 44 weeks - £27,367 - £29,194)
School/ Service:	Haberdashers' Crayford Primary
Location:	Iron Mill Lane, Crayford DA1 4RS
Hours :	35 hours per week
Accountable to:	SENCo

Summary and overall purpose:

To lead the SEN provision and deliver high quality support to SEND students in order for them to make good progress in school.

Working under the direction of the Inclusion Lead, the Sen HLTA has the following responsibilities:

- To provide effective support for SEN students
- To deliver high quality support for SEN students in-class and in the provision, order for students to make good progress in their learning.
- To support and lead SEN Teaching Assistants on supporting specific needs of each child
- To prepare lessons and resources with which to teach each child
- To lead review meetings so as to plan and have a broader view of better ways to be more effective when dealing with children
- To support SENCo with requesting EHCPs and other supports
- Be able to plan and deliver bespoke interventions and manage the different behaviours that each child exhibits at every given time

This role is for 35 hours per week.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success, and the development and progression of our staff is crucial to this. Within this role there is the opportunity for successful candidates to work towards becoming Teaching Assistants. The Habs Institute of Professional Learning and your line manager will support you to develop a route into teaching.

Key duties

Main responsibilities

- To plan and lead the support interventions for the children in the provision
- To develop an understanding of the special educational needs of the student/s concerned.
- Take a lead role within the school to address the needs of SEND pupils who need particular help to overcome barriers to learning.
- To provide support for pupils, SEN TAs and the school in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills to encourage pupils to become independent learners.
- To assist in the development of appropriate resources, and teaching strategies in SEND.
- To provide admin support to the SENCo.
- Keep records of students with medical issues and liaise with appropriate outside agencies, under the direction of the SENCo.
- To take into account the students' special needs and ensure their access to the appropriate learning.
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To model good practice and interventions to the TAs.
- To have formal and informal meetings with TAs and parents to contribute to planning lessons.
- To prepare materials and resources and support TAs with the use of them.
- To work on differentiated activities with identified groups – mainly in the provision but also around the school if needed.
- To be involved in keeping records and evaluating identified students' progress.
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- Supporting classroom-based learning and where needed, supporting the training of new TAs in classroom-based support, or intervention-based support.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- Demonstrates a commitment to ongoing professional development, actively seeking opportunities to enhance expertise and share knowledge through leading internal training.
- Collaborates effectively with external professionals and parents, fostering partnerships to best support outcomes for children.
- To support transition arrangements for SEN students transferring to/from our school
- Any other tasks as directed by the Principal and Inclusion Lead which fall within the purview of the post.

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or CEO.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Trust Safeguarding Policy

Person specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> Enhanced DBS clearance (we will apply for this for you) HLTA Status (recognised HLTA qualification/certification). GCSEs (or equivalent) in English and Maths at grade C/4 or above. Relevant Level 3 qualification (e.g., Teaching Assistant, Supporting Teaching and Learning, Childcare, or equivalent), <i>if HLTA status was gained through an alternative route.</i> Evidence of recent professional development related to teaching, learning, or SEND. Clear understanding of safeguarding, underpinned by appropriate training (e.g., Level 1 or equivalent school-based training). 		A, I
Knowledge & Experience	<ul style="list-style-type: none"> Strong understanding of a wide range of Special Educational Needs, including learning difficulties, SEMH needs, ASD, ADHD, speech and language needs, and sensory/physical needs. Knowledge of effective SEN interventions and strategies to support pupils' academic, social and emotional development. Understanding of inclusive classroom practice and differentiation to meet varying learning needs. Knowledge of behaviour support strategies and de-escalation approaches. Basic knowledge of assistive technologies and learning aids used to support SEN learners. Understanding of how to support emotional regulation and wellbeing in pupils with additional needs. <p><i>Experience</i></p> <ul style="list-style-type: none"> Experience working with children with a range of SEN, either in mainstream or specialist settings. 	<ul style="list-style-type: none"> An interest in working within a Multi-Academy Trust setting Understanding of the SEND Code of Practice and statutory guidance relating to SEN provision. Awareness of safeguarding principles and child protection procedures. Understanding of inclusive classroom practice and adaptation to meet varying learning needs. Familiarity with assessment for learning and methods for monitoring progress for pupils with SEN. 	A, I, AS, R

Person specification



“ I applied to Haberdashers because it’s always been one of those prestigious schools.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Principal
Haberdashers' Hatcham Primary

Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and everyday essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.



Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

“I came to interview and the questions were more about the holistic experiences of children and that perspective of education just really interested me.

It’s great being part of the Haberdashers’ community because you have all these partner schools and colleagues that you may not necessarily know on a first name basis but it’s really interesting to learn from each other and share best practice on Trust Inset Days. It’s nice to be a part of a wider community”

Year 5 Teacher
Haberdashers' Crayford Primary



Recruitment process and additional recruitment information

Closing date: Wednesday 11th February 2026

Shortlisting date: Thursday 12th February 2026

Interview date: Tuesday 24th February 2026

Start date: March/April depending on notice

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written/practical task
- A face to face interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers'
Crayford Primary

For a confidential discussion about this post
or to arrange a visit to our school, please
contact Business Manager Sian Flood on
s.flood@habstrustsouth.org.uk

Thank you for your interest in Haberdashers'
Crayford Primary.
We look forward to receiving your
application.

www.habscrayfordprimary.org.uk