



Job Pack HLTA EAL



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March 2024

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This forms part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	HLTA EAL
Grade	SO1 £37,068 to £38,058 (pro-rata) Actual £33,696 to £34,596
Contract	36 hours a week, 40 weeks per year (term time only)
Responsible to	Head of EAL

We require a dedicated, talented and energetic Higher Level Teaching Assistant to work at Heartlands High School. This post will provide a unique opportunity to influence the development of an outstanding EAL Department. The successful candidate should be passionate about supporting EAL students, as well as committed to making a whole-school impact on the support given to all students.

The role will be adapted to suit the talents and interests of the successful candidates, but will include:

- Raise the level of academic English proficiency and attainment of EAL pupils through **planning, delivering, evaluating** and **recording in a timely fashion** an appropriate intervention curriculum.
- Assess students' social and academic **proficiency level** using appropriate framework and reporting tools.
- Support with the school's **EAL admission and induction** process.
- Monitor students' **progress** and **mark** work in line with school policy.
- Create and maintain **EAL student profiles**, highlighting areas of need and suggested teaching and learning strategies to implement in and out of the classroom.
- Take a lead role in **delivering support and CPD** for all staff to meet the needs of supported EAL pupils.
- Contribute to curriculum **departmental meetings**.
- Contribute to the **design, development and implementation of EAL initiatives** such as cross-curricular strategies or celebratory events around languages, cultural heritage and belonging.
- Establish **a rapport** with key students and their parents/carers.
- Enable and engage **parents and carers** to assist their children in their learning within the British education system.
- Attend **parents' evenings**, informing parents of students' progress, and other relevant school events as needed.
- Complete **reports on achievement and progress** in line with the school calendar.
- Ensure **continuing professional development** by making use of appropriate **research / training opportunities** such as specialist handbooks, open learning materials, EAL associations and other relevant networks.
- Take a lead role in **providing safe spaces** for EAL students outside of teaching time (e.g. EAL clubs at break/lunch/after school/etc.).

In addition:

Supporting students with a range of needs to ensure their inclusion in the classroom and school community.

Taking a leading role in managing and delivering pastoral support to students.

Supporting and complying with school policies on Child Protection, advising where needed.

Contribute to the learning and motivation of all students promoting inclusion in the school.

Promoting good student behaviour, helping to resolve conflict and encourage responsibility.

Undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed.

Supporting and complying with school policies on Child Protection, advising where needed.

Providing high quality and flexible support, including on school trips and off site learning researching alternative provisions that may support student learning.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters
Effort
Achievement
Responsibility
Citizenship
High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.



Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date Signed:

Signature of Postholder:

Name of Postholder:

Person Specification

	Essential	Desirable
Qualifications		
Recognised EAL/ESL/linguistics related degree or teaching qualification (trained overseas welcome).	✓	
A strong academic background in linguistics with a thorough knowledge of English grammar for academic purposes.	✓	
Good literacy and Numeracy skills and qualifications.	✓	
First aid training or the willingness to undertake it.	✓	
Experience		
Experience of working with or caring for students in the 10-18 age range who use English as an Additional Language.	✓	
A good understanding on how to assess and draw on pupils' academic proficiency in English and their first language(s).	✓	
Ability to plan and deliver effective one-to-one and small group interventions for EAL students, supporting their academic language acquisition in any stage.	✓	
Some understanding of current educational issues, especially those related to EAL and SEN, and of the challenges and possibilities associated with inclusion within an urban environment.	✓	
Good working knowledge of relevant policies and codes of practice	✓	
Skills		
Personal		
Proactive, well-developed planning and organising skills.	✓	
Good communication and literacy skills.	✓	
Understanding of child development		✓
Flexible approach to working hours	✓	
A determination to ensure that all students are given the chance to succeed	✓	
Willingness to reflect on your own practice and develop as a professional.	✓	
Administrative		
Good Literacy and Numeracy skills and qualifications	✓	
Relations		
Ability to relate well to and communicate well with children and adults.	✓	
IT Skills		
Strong ability to use ICT and technology to support learning	✓	
Other		



Commitment to safeguarding and promoting the welfare of children and young people	✓	
Understanding of the issues, processes and professionals around safeguarding Children	✓	



Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Higher Level Teaching Assistant – EAL

Closing Date: 8am Tuesday 22nd April 2025

Interview Date: To be confirmed

Salary: SO1 £37,068 to £38,058 (pro-rata) Actual £33,696 to £34,596

Location: Haringey

Responsible to: Head of EAL

Heartlands High School has the opportunity to invite a colleague interested in joining our EAL department.

An ambitious and inspiring professional, you believe that teaching is about transforming lives and futures. It's about ensuring that every pupil, whatever their background or level of ability, enjoys the support they need to achieve exceptional results. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School.

We can offer you:

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

For further information, please contact the PA to SLT and HR Administrator, Sophia Butler
Sophia.Butler@heartlands.haringey.sch.uk



If this role is of interest to you and you can contribute to our future success, then we would like to hear from you.

Completed application forms should be submitted on TES by 8am Tuesday 22nd April and interview date to be confirmed.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.

