



The Ellen Wilkinson School
For Girls

HIGHER LEARNING TEACHING ASSISTANT RECRUITMENT INFORMATION

A Specialist College for
Science & Mathematics







Background

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





The Role Higher Learning Teaching Assistant

<u>Post Title</u>	:	HLTA
<u>Report to</u>	:	SENCO
<u>Salary</u>	:	Point 29 (approximately £24,000 per annum Inclusive of allowances)
Hours:	:	5 days per week (35 hours per week), term time only, 39 weeks per year (195 days)
Closing Date	:	Monday 17th July 2017 at 10:00 am
Interview Date	:	Wednesday 19th July 2017 (times to be confirmed)

The post has a probationary period of six months

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. 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' achievement, progress and development.

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.



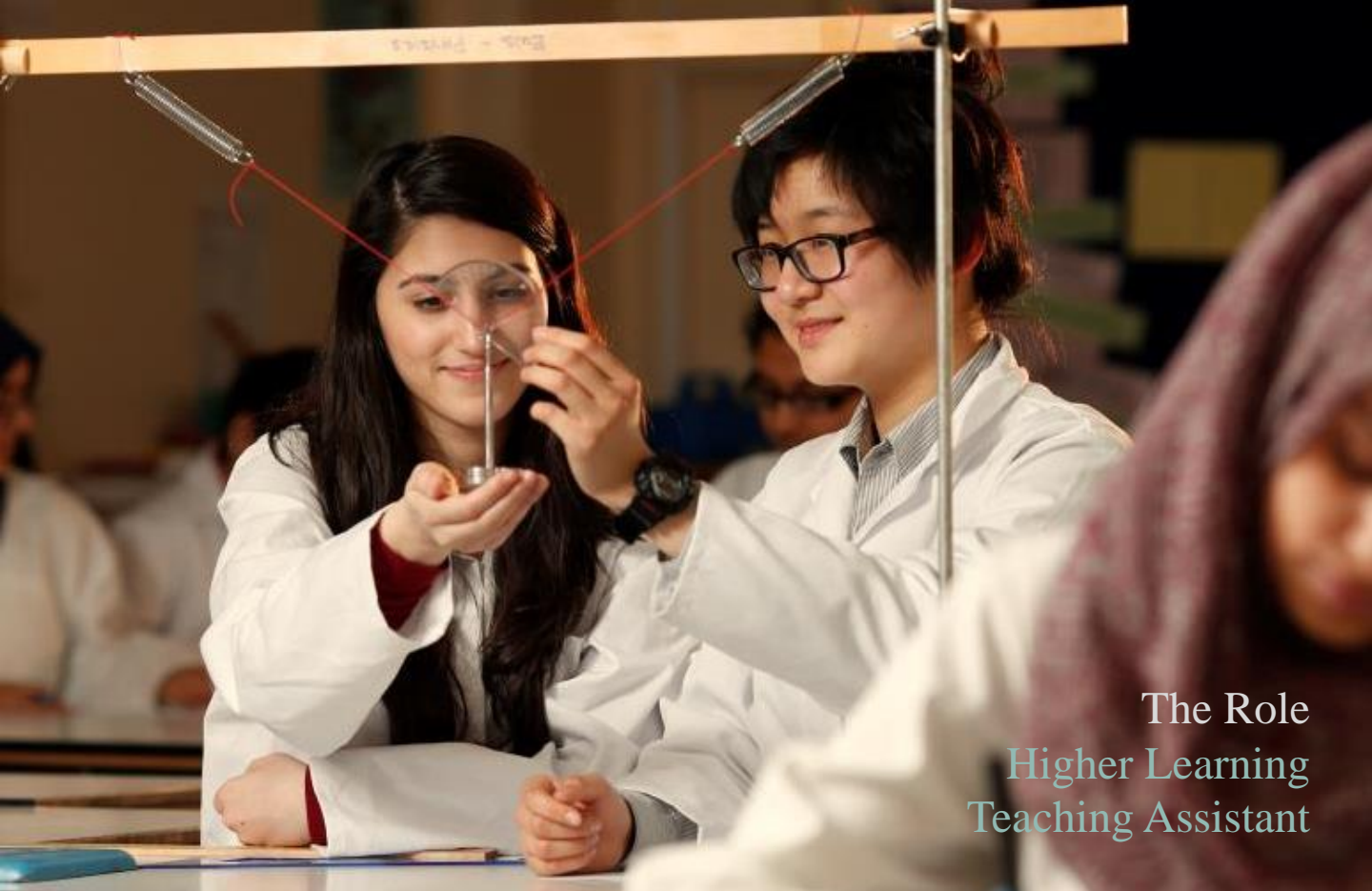
The Role of Higher Learning Teaching Assistant

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within the whole school behaviour management policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver individual and group interventions and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment



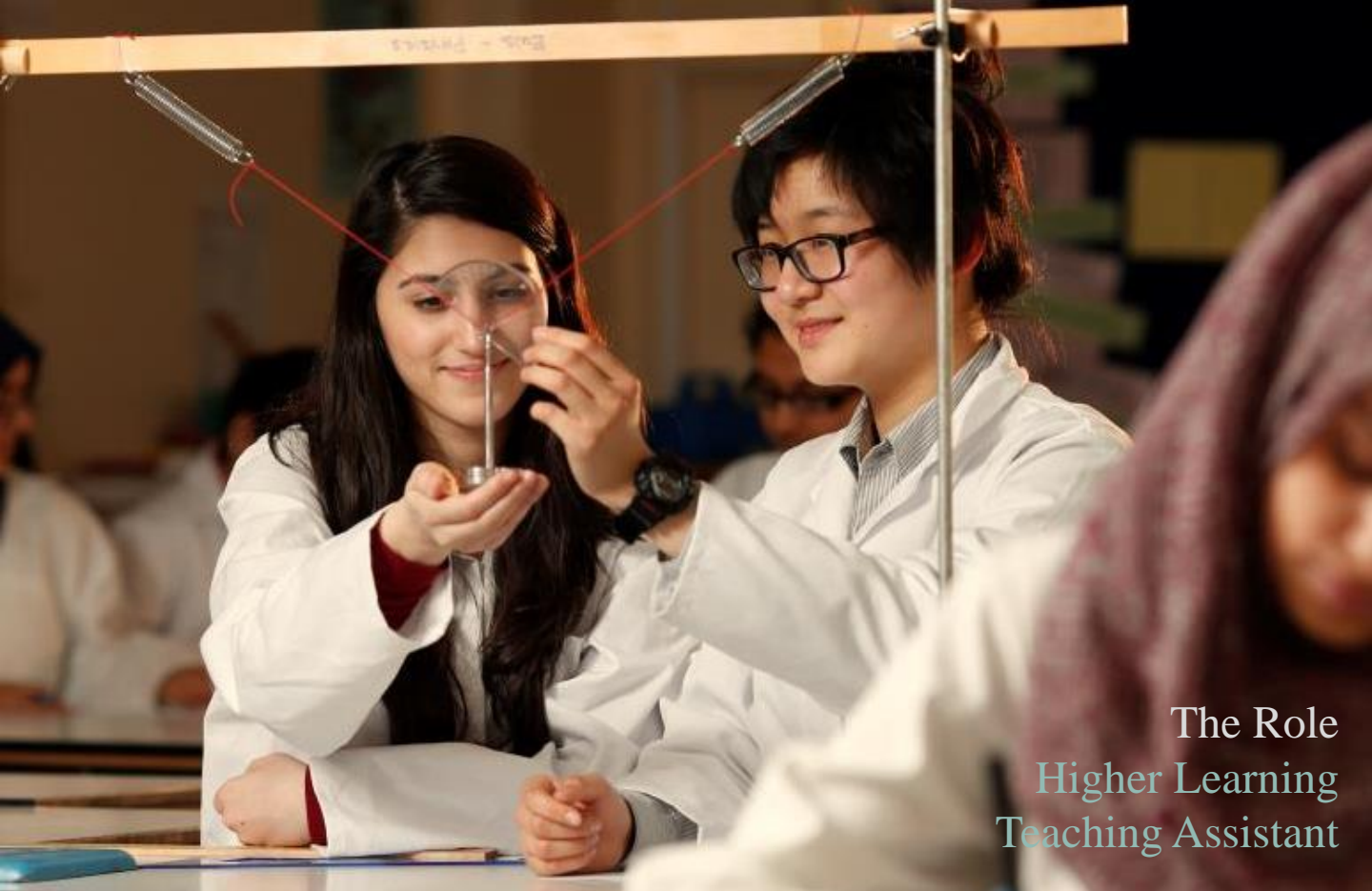
The Role Higher Learning Teaching Assistant

SUPPORT FOR THE SCHOOL

- Comply with the whole school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to work in accordance with appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out-of-school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class

OTHER RESPONSIBILITIES WHERE APPROPRIATE

- Liaise between managers/teaching staff and teaching assistants.
- Attend regular team meetings with relevant departments.
- Attend recruitment/induction/training/mentoring for other teaching assistants
- To be responsible for the allocation of duties and the training of other Teaching Assistants.



The Role Higher Learning Teaching Assistant

Duties and Responsibilities may include:

- Planning and delivering Option Support lessons to support students' learning, with a particular focus on literacy & numeracy
- Taking an active role in organising out-of-school learning activities e.g. the annual residential trip for SEN pupils, with the SENCO and Deputy SENCO
- Take an active role in supporting Annual Reviews etc for EHCP students.
- Working with the SENCO and colleagues to monitor and evaluate pupil performance at KS3 and 4.
- To lead on organising, planning and delivering high quality interventions for individual/groups of SEND pupils.
- To play an important role in the organisation and smooth running of the regular SEN plan meetings.
- To plan and deliver paired reading to year 7 students.

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment



The Person Specification

Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age in a learning environment.
Qualifications/Training	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. • Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths. • Training in relevant learning strategies e.g. literacy. • Specialist skills/training in a specific area e.g. ASD.
Knowledge/Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning. • Full working knowledge of relevant policies /codes of practice /legislation. • Working knowledge and experience of implementing national curriculum and other relevant learning programmes /strategies. • Good understanding of child development and learning processes. • Understanding of statutory frameworks relating to teaching. • Constant seeking to improve own practice/knowledge through self-evaluation and learning from others. • Understanding of classroom roles and responsibilities and own position within these.
Personal qualities and abilities	<ul style="list-style-type: none"> • Ability to develop and sustain successful relationships with students, parents and colleagues at all levels • Ability to lead by example and take responsibility • Ability to work effectively as part of a team • Excellent organisational and interpersonal skills • Enthusiasm, good humour, energy, resourcefulness and creativity • Ability to communicate clearly with staff, pupils, parents and other stakeholders



Living and working in Ealing

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Transport

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: First Great Western trains from Ealing Broadway and West Ealing to Paddington take just 10 to 15 minutes, with the Heathrow Connect service getting you to the airport in less than 30 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 83 (to Golders Green) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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Culture and Amenities

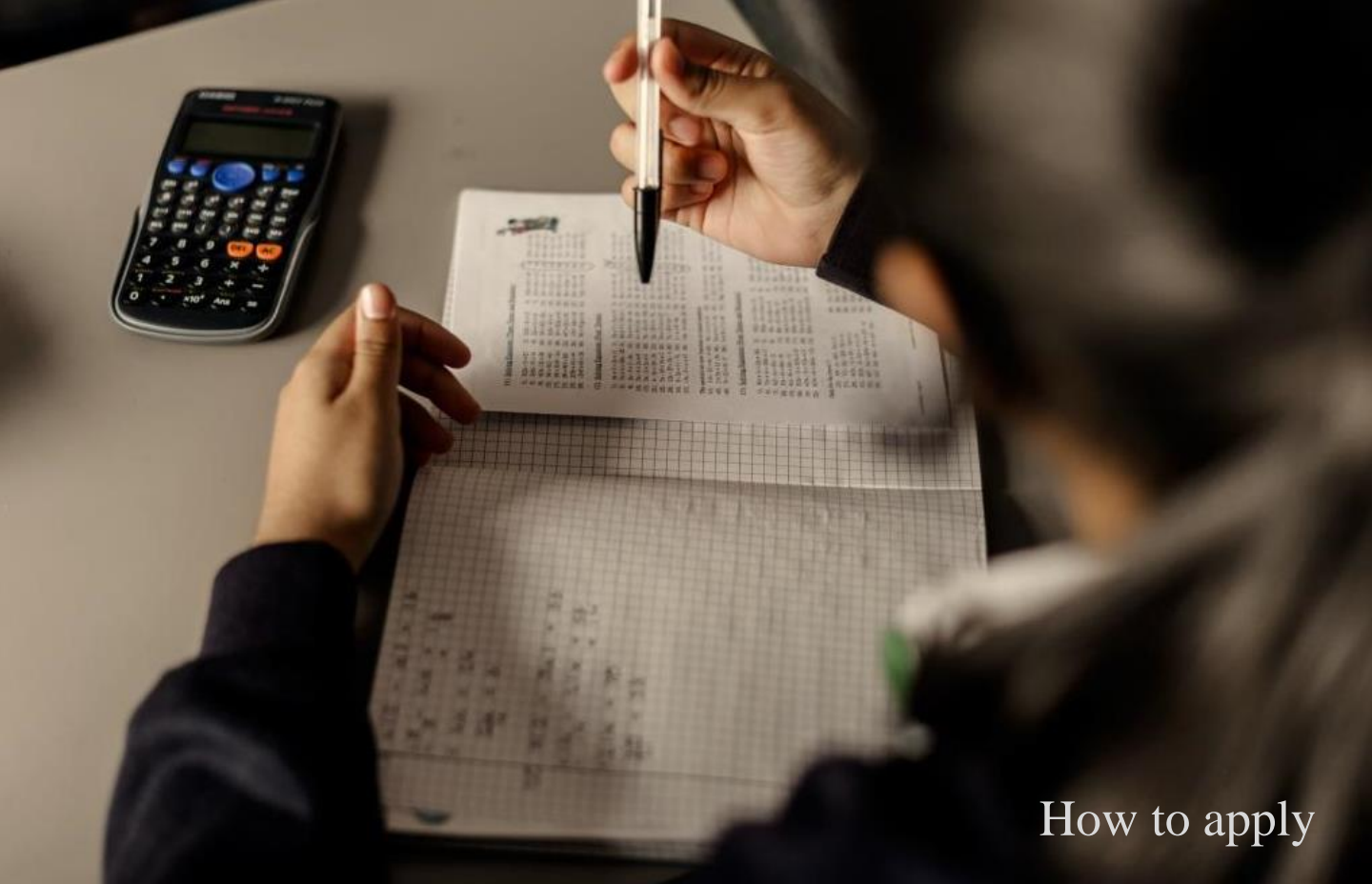
Popular restaurants and bars include The Grapevine, The Grange, and Charlotte's Place, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



How to apply



The Ellen Wilkinson School for Girls seeks to appoint a Higher Learning Teaching Assistant to contribute towards the vision and effectiveness of a dedicated and successful school.

You will join a team of ambitious professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results by a way of:

- A Progress 8 Score of 0.41 (Outstanding)
- An Attainment 8 of B- (Outstanding)
- Value Added Score within the Top 7% in the country (Top 100 non-selective schools nationally)

Closing date for applications is on Monday 17th July 2017 at 10 am. We will contact shortlisted applicants only.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to Ms Rupinder Sangha, HR Advisor, via email, in the post or in person at:

Ms R Sangha
HR Advisor
The Ellen Wilkinson School for Girls
Queens Drive
West Acton
London
W3 0HW

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/vacancies



The Ellen Wilkinson School
For Girls

Queens Drive, London W3 0HW
0208 752 1525 | www.ellenwilkinson.ealing.sch.uk



The Ellen Wilkinson School
For Girls

Inspiring

Passionate

Nurturing

Successful

Creative

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Science and Mathematics

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Higher Learning Teaching Assistant

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Salary: Point 29 (approx £24,000 per annum inclusive of allowances)

This post has a probationary period of six months

An exciting opportunity has arisen for a HLTA within our school. We are looking for a well-qualified, motivated and experienced individual to take on this rewarding and fulfilling role.

We would like to hear from you if you have recent experience working within a Secondary school setting. You will need to have the skills to meet the range of needs of our pupils and ensure that your input makes a difference to their confidence, progress and achievement in school. You must be a pleasant and willing individual with the ability to remain calm and cheerful under pressure.

Closing Date for the post is Monday 17th July 2017 at 10 am

Interviews will be held on Wednesday 19th July 2017

Recruitment Pack and Application Forms can be obtained from www.ellenwilkinson.ealing.sch.uk/vacancies

Our school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.