



September 2023

Dear Colleague,

## **Higher Level Teaching Assistant**

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<b>FTE Salary:</b>	Grade G SCP 21-25 £28,900 - £32,020	<b>Hours per week:</b>	35, Monday to Friday
<b>Actual Salary:</b>	Grade G SCP 21-25 £23,617 - £26,167	<b>Weeks per year:</b>	39, term-time, including Inset days

We are seeking to appoint an enthusiastic and highly motivated person to the post of Higher Level Teaching Assistant, supporting students with varying educational needs within the English Department across KS3 and KS4. The position requires someone who:

- Is caring and patient and able to cater for the individual needs of the child - social, emotional, communication and language support.
- Can support students up to KS4 and at GCSE in English.
- Can support appropriate access to learning.
- Is capable of working in partnership with teachers and parents.
- Has high expectations of children's attainment and behaviour.
- Is hard-working, flexible and a good team player.
- Preferably has some experience of students with additional needs.

Experience of working in a school environment/similar role, is desirable for this post. Excellent standards of literacy and numeracy (GCSE or equivalent in English and Maths), are essential. Please see the Job Description and Person Specification for more detailed information.

Candidates who don't already hold an HLTA qualification or equivalent will be expected to work towards attaining this.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: [jobs@littleover.derby.sch.uk](mailto:jobs@littleover.derby.sch.uk)

**Closing date for applications: Wednesday 11<sup>th</sup> October 2023**  
**Interview date to be confirmed**

**Information and application forms are available from the school website: [www.littleover.derby.sch.uk](http://www.littleover.derby.sch.uk)**

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

***Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.***

***In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.***

***Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:***

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding  
HEADTEACHER

## JOB DESCRIPTION

<b>POST:</b>	<b>Higher Level Teaching Assistant</b>
<b>GRADE:</b>	FTE Salary: Grade G SCP 21-25 £28,900 - £32,020 Actual Salary: Grade G SCP 21-25 £23,617 - £26,167
<b>JIQ REFERENCE NO:</b>	S-1280
<b>JOB PURPOSE:</b>	To support students on the Code of Practice and the Special Educational Needs Department of the School within the English Department
<b>RESPONSIBLE TO:</b>	Curriculum Coordinator for English
<b>WEEKLY HOURS:</b>	35, Monday to Friday
<b>WEEKS WORKED PER ANNUM</b>	Term time (39 weeks), including INSET days.

## DUTIES AND RESPONSIBILITIES:

1. To be responsible to the Curriculum Coordinator for English.
2. To work in accordance with the aims and policies of the school.
3. To work within the English department to support students with additional needs.
4. **Support the school:**
  - To participate in the development, planning, implementation and evaluation of intervention programmes for individuals and groups of students within English.
  - To attend English Department Meetings.
  - To participate/contribute to full staff meetings/year meetings and INSET.
  - To attend Open Evenings supporting the English department.
  - Promote the ethos of the school.
  - If required, to be key worker to a small number of students and to be responsible for the target setting and review of their PCPs.
  - If required, to attend PCP Review Meetings.
5. **Support the teacher:**
  - By contributing to assessment, recording, and evaluation of student attainment and progress.
  - By preparing appropriate resources and materials to address identified gaps in knowledge and skills
  - By delivering interventions with individual students and small groups of students to address identified gaps in knowledge and skills
6. **Support for students:**
  - By ensuring KS3 interventions rapidly close gaps in core literacy skills to enable all students to access the curriculum full
  - By ensuring KS4 interventions sharply address gaps in knowledge and skills to enable all students to fulfil their full potential
  - Being aware of all pupil-centred plans (PCPs) for students with SEND
  - By the promotion of development and learning.
  - Promoting students' self-esteem and sense of self-efficacy.
7. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.

8. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school, undertaking all necessary training.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.***

**PERSON SPECIFICATION - HIGHER LEVEL TEACHING ASSISTANT**

	Essential	Desirable
<b>1. Skills and Experience:</b>		
Experience of working in a school or similar environment		X
Experience in a similar role		X
Good communication skills both verbal and written	X	
Has experience of students with additional needs		X
Has knowledge of phonics programmes for developing reading		X
Ability to work independently as well as within a team	X	
Able to collate and feedback information	X	
Able to maintain issues of confidentiality in the working environment	X	
A working knowledge of Microsoft Office packages, including Word and Excel		X
<b>2. Qualifications:</b>		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
English A Level or equivalent		X
English Degree or equivalent		X
HLTA qualification or equivalent		X
<b>3. Personal qualities:</b>		
Able to respond positively and calmly with students, parents, teachers, support staff and external organisations	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Effective listening skills	X	
<b>4. Other</b>		
Be prepared to undertake training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy (available on the school's website).	X	