



PARK VIEW

Aspire~Achieve~Succeed

# Recruitment pack: Senior HTLA for Inclusion

(Outer London Pay Scale - PO1)

Term Time only



#CareerswithaView





We know that a school is only as good as its team.  
Park View is dedicated to providing every staff member  
with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire - supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture - provide the opportunity to plan a successful career path.
- Develop - We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

### Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

### Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

### Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

**“Here at Park View you are encouraged to take responsibilities to help further your professional development.”**  
Lucie Hiron, English Teacher



# A View from the Top



PARK VIEW

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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

## Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.
- Free fitness suite for all staff

## Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

**“The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching.” Alen Duvarciyan, Assistant Head Teacher**





## Senior HTLA for Inclusion

We are looking to appoint an enthusiastic, committed and experienced team player to take on this key role within our Inclusion Faculty.

The successful candidate's main objectives will be:

- To line-manage the SEND LSAs (Learning Support Assistants) and HLTAs (Higher Level Teaching Assistants)
- Under the direction of line-manager, to lead on providing tailor-made small-group and 1-to-1 interventions to SEND focus pupils to help them overcome barriers to learning
- Under the direction of relevant classroom teacher / manager, to plan and deliver activities for SEND focus students through Quality First Teaching and 2 interventions
- To monitor SEND focus pupils, and propose and implement curricular, co-curricular and extra-curricular provision to boost their progress and wellbeing
- To work as a link with parents/carers to provide regular progress reports for SEND focus pupils
- To liaise with Inclusion Faculty and wider Inclusion team, curriculum, pastoral staff, and other external professionals

Main duties and responsibilities (in conjunction with and under the supervision of relevant teachers and line managers)

- Create and monitor in-class support and interventions (wave 2 and 3) timetables for SEND support staff
- Chair line-management meetings of SEND support staff and monitor their attendance as per school protocols
- Assist with carrying out effective SEFs (self-evaluation activities)
- Assist staff with planning and adapting wave 1 interventions to suit the needs of SEND pupils
- Assist with implementation of wave 1 interventions across different subjects
- Support pupils' access to learning using differentiated strategies and resources
- Act as key worker for pupils with SEND and other barriers to learning

- Plan, implement and deliver relevant wave 2 and 3 interventions for SEND pupils to enrich learning in and out of the classroom
- Carry out 1-to-1 mentoring with key pupils
- Attend to key pupils' personal needs and provide advice to assist in pupils' social, health and personal development
- Assist with access arrangements for SEND and other pupils with special considerations in exams and tests
- Support in the supervision of pupils while they complete relevant assessments
- Support the transfer process of students with SEND through key stages of education
- Support the reintegration of students who have been absent from school for prolonged periods of time
- Provide objective and accurate feedback to staff on key pupils' progress
- Record interventions provided accurately and in a timely fashion in accordance with the SEND graduated approach ('assess - plan - do - review')
- Establish a rapport with parents/carers of SEND pupils
- Establish a rapport with internal and external agencies/professionals to support the progress of SEND pupils
- Participate in regular meetings
- Attend parents' evenings and other school events under the direction of line-manager



## Senior HLTA for Inclusion

### General Responsibilities

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To adhere to and actively promote school policies and protocols as outlined in school staff handbook e.g. Safeguarding, Prepared for Learning, Equal Opportunities, Health and Safety
- To promote positive pupil and staff conduct, and to challenge negative pupil conduct in line with school behaviour policy
- To deal with all communication and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To be professional, smartly dressed and establish a business-like environment
- To promote excellent relationships and a positive ethos when communicating with pupils, staff, parents and external contacts.
- To undertake training and development relevant to the post
- To follow any reasonable request from management and senior management.



## Senior HLTA for Inclusion Park View Person Specification

	E	D
<b>Qualifications</b>		
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	X	
First degree or equivalent	X	
<b>Experience</b>		
Experience working with children of relevant age	X	
Experience of working with pupils with additional needs	X	
Evidence of further professional development relevant to the post.	X	
Successful experience of supporting pupils in their learning to a high standard in a comprehensive school serving an urban, multi-ethnic community.	X	
Successful experience of Inclusion interventions.	X	
Successful experience of practical strategies for raising achievement for pupils with SEN and/or EAL.	X	
Experience of organising and developing resources successfully to support curriculum development for pupils with SEN and/or EAL.	X	
Experience of running events and cross-curricular initiatives.		
<b>Knowledge</b>		
Fluent in a language other than English	X	
Detailed knowledge and understanding of the curriculum for the key areas.	X	
Knowledge of the latest techniques in the teaching of the key area including the use of the Information and Communication Technology.	X	

## Senior HLTA for Inclusion: Park View Person Specification continued

	E	D
Knowledge and understanding of strategies for raising achievement and motivating pupils.	X	
Knowledge of effective strategies for supporting, developing and maximising the language skills and potential of pupils whose first language is not English.	X	
<b>Skills &amp; Competencies</b>		
Excellent communication and interpersonal skills	X	
The ability to develop a team in an open consultative way	X	
The ability to communicate clearly, both orally and in writing with students, parents, staff and other professionals	X	
Excellent ICT skills	X	
The ability to evaluate performance of other staff and one's self		X
The ability to respond imaginatively to the challenges of an innovative curriculum and to develop creative approaches to teaching which gain the interest of students	X	
Ambition to succeed in key areas	X	
A commitment to promoting equality of opportunity in a diverse, multi-cultural community		X
A commitment to lifelong learning and the promotion of the school as the focal point for the regeneration of the community	X	