



Philips
High School

Success Together Aspire Respect



HLTA (Higher Level Teaching Assistant)

Candidate Pack



Part of the

Oak



Learning Partnership

Welcome from the Headteacher

Dear Candidate,

It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



Welcome from the Headteacher

We are seeking to appoint a highly skilled, highly motivated, and dedicated HLTA who is committed to providing high quality support to our pupils.

You will be an outstanding HLTA with the skills to deliver effective, compassionate and comprehensive support to the class teacher and the wider team using a range of tools to ensure the best outcomes for our pupils. You will provide support to pupils, individually or in groups so they can access the curriculum, take part in learning, and experience a sense of achievement. You will be dedicated to providing tailored support and be committed to making a positive difference to young people's lives by supporting and developing their learning.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **info@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **www.philipshigh.co.uk**

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

Mr C Hibbert
Headteacher at Philips High School





"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."

Philips High School, Ofsted Report
2022

- PHYSICS
- MATHS
- ENGLISH
- TEACHER'S AWARD
- SCIENCE
- P.E.
- FRENCH
- COMPUTING

- ART
- ENGLISH
- MUSIC
- ENGLISH
- FRENCH
- P.E.
- CCF
- SCIENCE
- GEOGRAPHY



Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”

Philips High School, Ofsted
Report 2022

Job Description

Normal place of work: Phillips High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: The post is 37 hours per week term time plus 8 additional days to be worked during periods of school closure.

Working patten to be agreed.

Responsible to: SENDCO

PURPOSE OF THE POST

- To provide pastoral care to, and support pupils through targeted intervention and to provide support in lessons to enable pupils to make progress including planning and teaching lessons for small groups of pupils.

DUTIES AND RESPONSIBILITIES

- To be a key worker for students in school.
- To provide pastoral care for students in the school.
- To comply with safeguarding policies and supporting procedures.
- To liaise with a range of people including parents/carers/outside agencies.
- To assist in the development and implementation of intervention programmes and assessments.
- To complete and update, assess, plan and review cycles linked to targets on EHCPs.
- To plan and deliver intervention strategies and intervention packages for students.
- To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required.
- To update record systems and follow processes in line with school's policy.
- To plan and lead interventions.
- To plan and teach lessons for small groups of pupils as required.
- To support pupils in lessons when required.
- To support and run lunch time activities.
- To support extra-curricular activities, Summer School and school events.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area and complete any relevant or necessary training as part of the role.

Communications

- To maintain effective links throughout the school and with parents.
- To communicate and consult with other staff and pupils.
- To promote a positive service to both staff and pupils.
- To communicate and co-operate with internal/external individuals and bodies as appropriate.
- To follow agreed policies for communications within the School.

General requirements

- Support and contribute to the school's responsibility for Safeguarding students.
- Work and support the school's vision and current objective as outlined in the whole school Development Plan.
- Adhere to the policies as set out by the Trustees.
- Foster positive and courteous relations with students, parents and colleagues.
- Maintain high professional standards of attendance, punctuality, appearance and personal Conduct.
- To undertake Health and Safety Training on areas within the designated work area.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Any other duties, from time to time, as determined by the Head Teacher, or their representative which may be deemed to be responsible for a senior leadership role within the school, in consultation with the post holder.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HLTA Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • 2 X GCSE's in English & Maths or equivalent level of qualification. • Willingness to undertake further relevant training linked to the role. • Experience of working with young people aged 11 -16 yrs in a voluntary or professional capacity. • Experience of leading group activities and interventions. • Experience of working in an inclusive school/setting. 		<ul style="list-style-type: none"> • First Aid Certificate / Willingness to undertake basic first aid.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Understanding of relevant legislation. • Understanding of LEA support services. • Knowledge of how to assess pupils, plan and deliver targeted intervention. • An understanding how to monitor progress and measure impact. • Knowledge of how to use a range of computer programmes. 		<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice in behaviour management. • Understanding of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children.
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Commitment to working within a climate of mutual respect. • Ability to monitor systems to evaluate, improve and measure progress. • Demonstrate a commitment to promoting and achieving equal opportunities for students. • Good communication skills to deal with both children and adults. • Ability to engage and influence others. • Ability to deliver objectives and targets within agreed timescales. • Willingness to work outside of normal school hours when required. • Ability to work as part of a team. • Ability to identify own training and development needs. 		



Philips
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