



## Higher Level Teaching Assistant (HLTA)

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Prep School and Senior School
Application Closing Date	Midday Tuesday 13 April 2021
Interviews Week Commencing	Monday 19 April 2021

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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**Framlingham**  
COLLEGE

*Equipping our pupils to thrive as  
global citizens in their adult world.*





## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Higher Level Teaching Assistant at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

Reporting to the Head of Academic Support the successful applicant will play a key role in the delivery of our learning support provision. This will include department administration and involvement in assessments for Access Arrangements.

The post will suit someone with a passion for enthusing and empowering students to achieve their very best.

The role is offered on a part-time basis working 23 hours per week during term time. The annual salary is £11,635 pro rata (£19,602 FTE). We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

**We welcome all applications especially from independent thinkers, creative minds and inspirational individuals and very much look forward to receiving your application.**

Best wishes,

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**



## How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Tuesday 13 April 2021**. Interviews will be held week commencing Monday 19 April 2021. You will receive an exact date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to:  
**The HR Department, Framlingham College,  
College Road, Framlingham, Suffolk. IP13 9EY.**  
You can also email your application to:  
**recruitment@framlinghamcollege.co.uk**. All information within your application will be treated confidentially.

### References

All successful appointments are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the DBS. Further information can be found within the Guidance Notes.

## Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life including free financial advice from an adviser once a month;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure;
- Annual Support Staff outing with complimentary meal;
- Christmas Shutdown.

## Job Information

### Reports To

Head of Academic Support

### Salary

£11,635 pro rata (£19,602 FTE)

### Hours

23 hours per week

### Job Location

Framlingham College Prep School and Senior School

### Weeks

Term Time only (33 weeks)

### Pension

Contributory Pension Scheme

## Job Description

### JOB PURPOSE

To assist with a class providing one-to-one support for an individual pupil, or support for a small group of pupils of any ability and in any curriculum area and to provide support to teaching staff both in the classroom working with pupils before and after lessons, preparing resources and dealing with administrative and clerical issues, including access arrangements.

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

### MAIN DUTIES

Support the stated aims of the College as given in the College mission statement. To support the classroom teacher in teaching classes.

### Teaching and Learning

- Understand the different educational needs of individual students and tailor support accordingly. These may include:
  - Repetition of teacher instructions and information;
  - Support with remaining focused and maintaining concentration;
  - Reminders to use and apply existing knowledge and skills to new/varied contexts;
  - Support with organization;
  - Support with reading, scribing and using technology;
  - Encouragement to persevere.
- Actively and consistently promote independent learning as much as possible – guidance and encouragement for students to be self-reliant and take responsibility.
- Adhere to a hierarchy of support response: silence, prompting, clueing, modelling and lastly, correcting.
- Lead small groups in completing specific tasks and activities as directed by the teacher.





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- Have a clear understanding of individual learning targets and curriculum targets set by teachers.
- Take responsibility and initiative to liaise with teachers with regard to teaching plans and pupil targets in advance of lessons.
- Have a working knowledge of subject curriculums and subject assessment systems.
- Carry out recording assessment and feedback in line with subject department policies as directed by the teacher.
- Provide additional support to the teacher such as photocopying.
- Provide other support as required, e.g. supporting 'normal way of working' by acting as reader/scribe for class tests/work when requested.
- To manage pupil learning through effective teaching support in accordance with the Department's schemes of work and policies under the direction of the teacher.
- To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils under the direction of the teacher.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem, under the direction of the teacher.
- To provide other assistance and support as directed by the Head of Academic Support, including administrative tasks such as work involved in access arrangements.
- To contribute to the Academic Support Department beyond lesson support provision by running clinics at lunch times, at the end of academic lessons and by giving support in evening prep sessions as required and directed by the Head of Academic Support.
- To ensure that the Head of Academic Support is kept fully informed and copied into any correspondence with regards to any student being supported by the Academic Support team.

#### **Subject Knowledge and Understanding**

- To keep up to date with research and developments in pedagogy and the subject area.

#### **Professional Standards and Development**

- In the classroom, to ensure that by attitude, actions and demeanour that the lead role is taken by the class teacher, and that support is given as directed by the teacher.
- Ensure that any initiatives are taken in the full knowledge and with the agreement of the Head of Academic Support.
- To be a role model to pupils through personal presentation, dress and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School and Department handbooks and support all the School's policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- To undertake any reasonable task as directed by the Head of Department and Senior Management.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in



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the school: s/he must report any concerns to the school's Designated Safeguarding Lead.

*This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

	E	D
HLTA qualification	✓	
Qualified to assess for Access Arrangements		✓
Qualifications / training in specific learning difficulties e.g. Dyslexia		✓

## PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Ability to support across the curriculum, both inside and outside the classroom	✓	
Possessing excellent and effective classroom management skills	✓	
Ability to motivate and enthuse learners who struggle	✓	
Interest and enthusiasm for working with students with SEN	✓	
A high level of IT Literacy.	✓	
Knowledge of current curriculum developments		✓
Relevant and recent INSET		✓

## PROFESSIONAL EXPERIENCE

	E	D
Previous experience of working as a Teaching Assistant	✓	
Experience of supporting pupils across a wide age range and ability	✓	
Experience of undertaking Access Arrangements		✓

## PERSONAL ATTRIBUTES

	E	D
Patience and tenacity	✓	
Empathy and warmth	✓	
Ability to adapt and be flexible to meet learners' needs	✓	
Ability to adapt to working with a range of different teachers and teaching styles	✓	
Ability to work calmly under pressure	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate.	✓	

## SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues	✓	
Knowledge of safeguarding children legislation and good practice		✓



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.