



SN NORTHAMPTON
SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

**Higher Level Teaching Assistant
(HLTA)**

Closing date: 9am, Monday 4th December 2023

How to Apply.

We warmly invite you to arrange an informal telephone or video call so that you can learn more about our wonderful school. Please also take a look at our **website** which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

**Closing date: 9.00am,
Monday 4th December
2023**

Welcome

Thank you for your interest in joining us at Northampton School for Girls.

We have an opportunity to grow and develop our SEND team further and increase capacity within the team. We are looking for someone who shares our vision, will ensure our provision is inclusive for all, and will support and enhance our student's experience at NSG.

We will provide you with a range of bespoke opportunities to support your career and ongoing professional development. At Northampton School for Girls, we are committed to caring for and supporting the development and growth of all our school community, students and staff alike.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of '**Respect for Self, Respect for Others and Respect for Learning**', we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher



<https://www.nsg.northants.sch.uk/vacancies>



@NSGPeople



01604 679540



people@nsg.northants.sch.uk

Job Description.

Higher Level Teaching Assistant

Salary: Grade G (points 8-13)

FTE: £24,702 - £26,873

Pro-Rata: £19,588 - £21,756

Working pattern: 35 hours per week / 38 weeks per annum

8.15am to 3.45pm, Monday to Friday, with 30 minutes unpaid lunch break

Reporting to: SENCo

Liaising with: Line Manager, TLR holders, teachers, relevant support staff, parents/carers

Start date: ASAP

Purpose

- To meet all the HLTA professional standards
- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, students, school policies and strategies
- To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also, to deliver learning to individuals, small groups and whole classes as and when required within agreed systems of supervision
- To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.



Role Responsibilities

School Ethos in Action

- To uphold the school ethos: 'Respect for Self, Respect for Others, Respect for Learning'
- To promote the school's non-negotiables: high achievement, inclusion and development of the whole child
- To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- To provide a safe, happy, ordered, lively, stimulating environment and to give guidance, good examples and teaching so that each child has the opportunity to develop educationally, physically, emotionally, socially and spiritually to their full potential
- To support school policies with a commitment to high standards, high expectations and high achievement
- To foster children's development in the fullest sense, paying particular regard to the attitude and values the school promotes
- To promote a climate of encouragement and praise and actively support the school's rewards system.

Support for Students, Teachers and the Curriculum

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance student's learning as necessary within agreed systems of supervision
- Assist students within lessons, working with the classroom teacher
- Be aware of and work within school policies and procedures
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge student's learning

Job

Description.

SEND at NSG

Supporting SEND at Northampton School for Girls is everyone's responsibility. To support this, we have specialists who are dedicated to ensuring that we are proactive in creating provision that is inclusive for all. For some, this will be supported within the classroom through our team of trained **Learning Support Assistants**, whereas others will receive specialist subject specific or health related interventions beyond the classroom.

In all cases, the students are at the heart of what we do, and we are committed to ensuring that they have a brilliant experience at NSG. We are excited to be able to welcome new people so we can further enhance the opportunities of success for our students and the skillset within our team.

Support for Students, Teachers and the Curriculum (Cont...)

- Use teaching and learning objectives to plan, evaluate and scaffold lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of students and use detailed knowledge and specialist skills to support and advance student learning
- Plan and implement strategies to support students in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary
- Provide support to students in more specialist areas of learning
- Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists
- Contribute to the development, implementation and review of Support plans for students including Education Health Care Plans and SLP/IEP's. Including attendance at, and contribution to, reviews if necessary e.g. TAF
- Support the role of parents / carers in student's learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. student progress/achievement
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant
- Take responsibility for students on visits, trips and out of school activities as required
- Use ICT skills to advance students' learning
- Support the management of student movement around the school
- Accompany trips and fixtures in a supervisory capacity when required
- Support the management of student movement around the school
- Undertake any other relevant duties given by the SENCO

Key Responsibilities

- Provide short- term cover of classes – both in planned and in unexpected non- timetabled situations
- Teaching Assistants at this level are expected to undertake at least one of the following as directed and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required:
 - Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties (SEND)
 - Provide specialist support to students where English is not their first language
 - Provide specialist support to students with high prior attainment
 - Provide specialist support to all students in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
 - Provide personal care and support to students with specific medical needs
 - Manage the scheduling, work and development of other learning / classroom support staff where appropriate
 - Be responsible for the preparation, maintenance and control of stocks of materials and resources in line with school policy
 - Maintain a clean, safe and tidy learning environment

Job

Description.

What our students have to say about NSG

“NSG is a great school, and some of your best experiences of your life will happen here”

“I feel like I’ve made some of the best friends I’ll ever have”

“Once you get to know the people in your form, you will build strong and long-lasting bonds with them, almost like they become your second family”

“The staff are also great and there is always someone I can talk to”

- Liaise with external agencies as required
- Provide pastoral care for identified groups of students for example as part of a specialist tutor group
- Contribute to and be responsible for pupils who are not working to the normal timetable via Aspire, Boost and Focus
- Assist pupils with eating, dressing and hygiene, as required and in line with school policy, whilst encouraging independence where possible
- Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring, assessing and managing classes

Health and Safety

- Promote the safety and wellbeing of students, and help to safeguard students’ wellbeing by following the requirements of Keeping Children Safe in Education and our school’s Safeguarding and Child Protection policy
- Look after students who are upset or have had accidents
- Ensure safe evacuation in case of emergency and undertake specific training as required to support this role
- Provide supervision during work time including students’ break time, as directed
- Support students to access trips, visits and after school activities by prior consultation

Professional Development

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school’s appraisal procedures

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

Whole School Contribution

- To follow the school’s policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Person Specification.

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Education / Training / Qualifications	Essential / Desirable
<ul style="list-style-type: none"> HLTA status/demonstrate you meet the 33 HLTA professional standards GCSE or equivalent in English and Maths, grades 9-4 (A*-C) 	<i>Essential</i>
<ul style="list-style-type: none"> Other relevant qualifications (e.g. Foundation Degree in Education) Training in relevant strategies (e.g. literacy/numeracy) 	<i>Desirable</i>

Experience	Essential / Desirable
<ul style="list-style-type: none"> Working with children who have special educational needs/EAL Planning and teaching individuals, groups and whole classes A good awareness of inclusion, especially within a school setting Appropriate level of data protection, security and confidentiality awareness 	<i>Essential</i>
<ul style="list-style-type: none"> Working with students in school for a minimum of 3 years Leading and managing other support staff Training or expertise in a relevant curriculum or other learning area (e.g ICT, maths or literacy) Contact with various stakeholders including parents and external agencies 	<i>Desirable</i>

Abilities, Skills and Knowledge	Essential / Desirable
<ul style="list-style-type: none"> Be able to demonstrate the HLTA standards Understand relevant policies, codes of practice and legislation including safeguarding Understanding of the National Curriculum particularly literacy and numeracy and good IT skills Behaviour management strategies Good organisational skills and timekeeping, and excellent verbal communication and active listening skills Ability to build effective working relationships with students and adults Knowledge of how to help adapt and deliver support to meet individual needs Assist with the development and implementation of Provision Plans Provide detailed and regular feedback to teachers on children's achievements and progress Willingness to attend training sessions The ability to remain calm under pressure and be able to adapt to change quickly 	<i>Essential</i>
<ul style="list-style-type: none"> Multi agency working First Aid Demonstrate leadership and line management skills inc coaching and mentoring staff 	<i>Desirable</i>

Personal Skills and Attributes	Essential / Desirable
<ul style="list-style-type: none"> Enjoyment of working with children and young people Sensitivity and understanding, to help build good relationships with students A commitment to getting the best outcomes for all students and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality 	<i>Essential</i>



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