

Heath School

Higher Level Teaching Assistant Recruitment Pack

Salary: Scale 6, (SCP 17-20) Term Time Only (includes INSET),
actual pro rata pay £31,516 - £32,944 per annum

Deadline for Applications: Wednesday 25 June at 9am

Interviews: Monday 30 June

Post commences: September 2025

For more info email: hr@h3federation.org.uk

Welcome from the Head of School, Alex Wilson

Thank you for your interest in applying to work at our school. Heath is an inclusive, diverse and aspirational 11-16 Pupil Referral Unit based near Hampstead Heath. We are proud to be a founding partner of the H3 Federation, whose vision is *'to be a place for all to learn and grow'*. We place this at the centre of everything that we do, and we expect our colleagues to model this ethos at all times.



Ofsted inspection June 2024 found the school to have:

- **Outstanding** behaviour and attitudes
- **Outstanding** leadership and management
- **Outstanding** personal development
- **"Excellent regular training"** and a staff body who **"feel proud and happy to work at the school"** and **"enjoy their development and training and report leaders are considerate of their well-being"**

The students who come to Heath School have faced a number of challenges during their educational lives, with this impacting their engagement with school and sense of self-worth. We view ourselves as an intervention rather than a destination for these students, providing the support for them to reintegrate to mainstream education, or to transition successfully to their post-16 placement.

We recognise that working in a school can be challenging and to deliver our goal, our staff's wellbeing and development needs to be a priority for us. To this end, Heath School is currently trialling a model of flexible working whereby all permanent members of staff are entitled to one day of flexible working every three weeks. Staff are not expected to physically attend the school site on these days.

As part of the H3 Federation, all staff at Heath have access to a broad range of [Professional Development](#) opportunities, so you can feel confident that you can grow and develop with us. If you would like to find out more in advance of applying, please don't hesitate to contact HR@H3Federation.org.uk to arrange an informal discussion or visit to the school. We very much look forward to receiving your application.

Heath School is welcoming and ambitious. We empower every student to flourish

Our purpose is to unlock our students' potential and inspire them with a thirst for life

We have a rich and versatile curriculum and we believe in every single student

Job Description

Job Title: Higher Level Teaching Assistant: Heath School

Pay Scale: Scale 6, (SCP 17-20)

Contract: Permanent, TTO (includes INSET), 35 hours per week

Reporting to: Active Learning Lead

About You:

You are passionate about supporting students to overcome behavioural and educational barriers to succeed in school. You are likely to be able to draw on successful experiences of supporting children to overcome barriers to learning and establishing good relationships with young people. Your personalised approach will support students with their personal development and to achieve their full potential. You will be flexible, committed, positive and aspirational. You will be keen to work within a Federation that is committed to developing the careers of its staff through a robust model of professional development.

Job Purpose

- Work with class teachers to raise the learning and attainment of pupils and support the delivery of the curriculum
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Work as part of the attendance and behaviour management team to consistently apply policies
- Build positive relationships with vulnerable students, supporting their personal development.
- Work closely with students, parents/carers, partner agencies, colleagues and managers to deliver holistic support
- Plan, prepare and deliver learning activities with individual students and groups - assessing, recording and reporting on student progress.
- The professional judgement of the Head of School and their SLT will determine the deployment according to the needs of the school

Duties and responsibilities

Teaching, learning and assessment

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Carry out duties towards children experiencing barriers to their learning in line with the

Heath School HLTA JD/PS April 2025 – 'A place for all to learn and to grow'

requirements of SEND Code of Practice 2015

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Help set up and prepare for lessons
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher or member of senior management
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Respond to requests from SENDCo and school leaders for information about children's progress

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use your area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Plan how they will support the inclusion of pupils in the learning activities
- Engage with external professionals e.g. CAMHS, EP, etc, to support student progress

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning
- Working alongside other members of staff, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand your role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Use the school's MIS to record any behaviour incidents each day
- Make phone calls to parents/carers of assigned students each day, recording this through the school's MIS platform.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents as per school policy

Professional development

- Help 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
- Engage with the school's CPD package, including meetings and INSET days

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Use the school's safeguarding system (MyConcern) to record any safeguarding concerns in line with the school's policy
- Adhere to the school policies and the staff code of conduct.
- Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School or line manager.

Person Specification - HLTA

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ▪ GCSEs at grades 9 to 4 (A* to C) including English and maths 	<ul style="list-style-type: none"> · Degree A-Level or equivalent · Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held).
Experience	<p>-Experience of working with young people in a secondary school, sixth form college or FE college or in another educational or youth work setting in either a paid or voluntary capacity.</p>	<ul style="list-style-type: none"> · Experience of working within Alternative Provision -Experience delivering interventions or whole class cover

<p>Skills, knowledge and aptitude</p>	<ul style="list-style-type: none"> · Evidence of a commitment to own professional development · ICT competence to support teaching and learning. · Good administrative and organisational skills. · The ability to work flexibly, cooperatively and collaboratively. · Evidence of a good record of attendance and punctuality. 	<ul style="list-style-type: none"> · Knowledge of the National Curriculum · Knowledge of statutory policies in relation to Safeguarding and the SEND Code of Practice 2015
<p>Personal Attributes</p>	<ul style="list-style-type: none"> · Ability to establish inclusive, respectful, supportive and constructive relationships with young people and colleagues · A “can do” attitude towards supporting the aims and ethos of Heath School and contributing to its success. · Commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> · Energy, ambition and enthusiasm with a willingness to develop new skills. · Aspiration to train as a teacher.

H³ is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure and online vetting check.