



THE ELLEN WILKINSON SCHOOL  
— FOR GIRLS —

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**HIGHER LEARNING TEACHING  
ASSISTANT**  
(WITH RESPONSIBILITIES FOR CHILD  
PROTECTION)

RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

**T**he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at it's core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





# THE ROLE OF A HIGHER LEARNING TEACHING ASSISTANT WITH RESPONSIBILITIES FOR CHILD PROTECTION

<b>Post Title:</b>	<b>HLTA with responsibilities for child protection</b>
<b>Report to:</b>	<b>Assistant Head in charge of Inclusion and SENCO</b>
<b>Salary:</b>	<b>3 days per week - 19.25 hrs - Point 23 - £18,519 (inclusive of allowances) Permanent, September start</b>


## **Summary**

Main purpose of the post to complement the work of the staff in the school by taking responsibility for interventions with individuals or groups of children who are experiencing complex emotional needs or have a safeguarding concern.

## **Duties and Responsibilities**

*To carry out duties at all times with due regard to the principles of Equal Opportunities*

- To play a key role in keeping children in our school community safe and to address concerns with sensitivity, professionalism and adherence to confidentiality, in line with school systems.
- To work with the school's pastoral team, SEND team and external agencies to assist pupils who need support to overcome barriers to learning and/or protecting from harm.
- To act as part of the pastoral and SEND teams in developing and putting into practise cutting edge procedures, policies and strategies to support students.
- To liaise with teaching staff, support staff and external professionals and services and to advocate on behalf of vulnerable students.




## THE ROLE HIGHER LEARNING TEACHING ASSISTANT WITH RESPONSIBILITIES FOR CHILD PROTECTION

### **SUPPORT FOR THE SCHOOL**

- Comply with the whole school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils
- Take the initiative as appropriate to work in accordance with appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out-of-school learning activities within guidelines established by the school
- To maintain the relevant area of the school, including inspiring, informative and current displays

### **SUPPORT FOR STAFF**

- Organise and manage appropriate learning environment and resources
- Monitor and evaluate pupil responses to interventions through a range of assessment and monitoring strategies
- Provide objective and accurate feedback and reports as required using appropriate evidence
- Record progress and achievement in lessons/activities systematically
- Work within the whole school behaviour management policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback.
- Produce relevant materials and resources



## THE ROLE HIGHER LEARNING TEACHING ASSISTANT WITH RESPONSIBILITIES FOR CHILD PROTECTION

### **SUPPORT FOR INTERVENTION PROGRAMMES**


- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver individual and group interventions and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

### **SUPPORT FOR PUPILS**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### **DUTIES AND RESPONSIBILITIES:**

- Work closely with the SEND and pastoral teams by identifying and supporting those in need or at risk
- Work with those children identified by the school's SEND and pastoral team by drawing up and implementing personalised action plans
- Meet with said pupils individually or in small groups according to a pre-arranged timetable
- Keep abreast of new developments in SEND and safeguarding and behaviour and its application in the formal education setting



## THE ROLE HIGHER LEARNING TEACHING ASSISTANT WITH RESPONSIBILITIES FOR CHILD PROTECTION

- Carry out efficiently all administration for the role including maintaining detailed up to date records
- Write and/or collate information and data including reports for the school's administration (including pastoral team and governors), LA, OFSTED or any other relevant bodies
- Support an induction package to students arriving to the school as casual admissions as directed by relevant staff
- Plan and deliver lessons to support pupils' learning as relevant
- To take an active role in organising and attending out-of-school learning activities for the identified cohort
- To conduct home visits when required, in line with school procedures
- Support enrichment to enhance students' learning experiences including escorting students on day trips and residential trips
- Take an active role in supporting reviews for children such as annual reviews for EHCP students
- To lead on organising, planning and delivering high quality interventions for individual/groups of SEND pupils
- Take an active role in supervising and developing the pupil cyber mentor initiative in school
- Attend occasional relevant after school events such as Parents' Evenings
- Attend relevant meetings off site and on site to do with child protection matters
- Meet with students about safeguarding issues and take and keep accurate records of said meetings
- To work closely with and specifically to report all safeguarding concerns to the Designated Safeguarding Lead
- Make referrals to appropriate external agencies in line with whole school procedures
- To ensure smooth transfer of pupil information between institutions as needed
- To collate and send communication home to parents/carers in line with school procedures
- To take an active role in school charity events, including foodbank collections
- Liaise between relevant staff teams and external agencies
- Undertake other duties in accordance with the Health and Safety at Work Act
- Undertake any other relevant tasks and duties as directed by Line Manager including support for the maintaining of the learning environment and duties around the site

***This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.***

***The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.***



## THE PERSON SPECIFICATION

### **Qualifications:**

Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.  
Excellent numeracy/literacy skills – equivalent to NVQ level 2 in English and Maths.  
Training in relevant learning strategies e.g. literacy or ASD.

### **Experience, Knowledge, Skills and Ability:**

- Experience of working with Children in secondary schools.
- Previous successful experience working with young people on an individual basis, supporting their personal development.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing relevant learning programmes/strategies.
- Good understanding of child development and learning processes .
- Understanding of statutory frameworks relating to teaching.
- Constant seeking to improve own practice/knowledge through self-evaluation and learning from others.
- Understanding of roles and responsibilities in school and own position within these.
- Commitment, energy and patience and being prepared to learn.
- An up to date knowledge of the theory of behavior and the relevant management techniques of negative behaviors.
- An up to date knowledge of safeguarding and child protection.
- Knowledge of and ability to work with a wide range of support services both from private and public sectors; ability to draw upon a wide range of support, information, opportunities and guidance.
- Ability to identify potential barriers to learning and engage in strategies to overcome these barriers.
- Competence in the skills of networking, counselling, facilitating and developing others.
- Excellent communication skills (verbal and written).
- Be organised and thorough with admin tasks and be able to use a variety of IT packages.
- Ability to develop and sustain successful relationships with students, parents and colleagues at all levels.
- An understanding of the importance of following school procedures and working within a team under clear line management structures.
- Ability to lead by example and take responsibility.
- Excellent organisational and interpersonal skills.



## THE PERSON SPECIFICATION

### Qualities:

- Enthusiasm, good humour, energy, resourcefulness and creativity.
- Be trustworthy and reliable; specifically in sharing confidential information with relevant staff/agencies in the appropriate manner.
- Commitment to helping individuals achieve their goals.
- A high level of organisation and independence.
- Commitment to, and awareness of the principle of equal opportunity.



## LIVING AND WORKING IN EALING

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### TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## HOW TO APPLY

**T**

he Ellen Wilkinson School for Girls seeks to appoint a **temporary Higher Learning Teaching Assistant with Responsibilities for Child Protection** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Friday 12<sup>th</sup> June 2026 at 12 noon.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator  
The Ellen Wilkinson School for Girls  
Queens Drive  
London  
W3 0HW**

[office@ellenwilkinson.ealing.sch.uk](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)



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QUEENS DRIVE, LONDON W3 0HW  
0208 752 1525 | [WWW.ELLENWILKINSON.EALING.SCH.UK](http://WWW.ELLENWILKINSON.EALING.SCH.UK)



INSPIRING  
PASSIONATE  
NURTURING  
SUCCESSFUL  
CREATIVE

## A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE & A Level results

### HIGHER LEARNING TEACHING ASSISTANT WITH RESPONSIBILITIES FOR CHILD PROTECTION

**3 DAYS PER WEEK – 19.5 hrs SEPTEMBER START – Point 23 - £18,519 (inclusive of allowances)**

We are seeking to recruit an outstanding and motivated HLTA with responsibilities for Child Protection to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

**The Closing Date for the post is Friday 12<sup>th</sup> June 2026 at 12 noon.**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)

**Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.**