

THE LION WORKS SCHOOL

INDEPENDENT SPECIAL SCHOOL AND SIXTH FORM

POOLE, DORSET

01202 113 707

HELLO@THELIONWORKSSCHOOL.ORG

A PROUD PART OF THE CLASSROOM GROUP



Post Title:	Higher Level Teaching Assistant (HLTA)	Department:	Whole School
Hours per week:	Full time term time position.	Weeks per year:	Term time
Contract Type:	Permanent		
Salary:	£17500 -21000		
Reports to:	Headteacher		

Job Description

School Overview

The Lion Works School is a Specialist setting that meets the needs of secondary and sixth form age students who are all individuals, who have a range of interests, all of whom have talents, and also happen to have a diagnosis of Autism Spectrum Condition or a need which presents similarly. The school is growing steadily as part of a multi-year plan and currently has 27 students on role.

This is an exciting opportunity to join a growing and developing school and to become an integral part of the learning support team.

Purpose of the role

As an independent school specializing in educating students with ASC diagnosis who are in school years 7-13 we are looking for a motivated HLTA with experience in a secondary educational setting or specialists settings. You will be supporting professionals across the curriculum and school as well as covering lessons in the absence of the teacher and providing 121 interventions.

This role would suit an experienced HLTA or someone with experience in schools and working with young people who would like to work to achieve their HLTA qualification through the school.

Key accountabilities and duties

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision
- Contribute to high quality learning experiences using a variety of teaching and supporting methods.
Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning
- Provide academic and pastoral support to students in accordance with agreed

procedures.

- Create an outstanding student experience which leads to progression.
- Manage student issues within agreed protocols.
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Head Teacher.
- Participate in the School's appraisal process and to undertake any training that may be appropriate
- Take appropriate responsibility to ensure the health and safety of self and others
- Pursue the achievement and integration of equal opportunities throughout all The Lion Works School's activities

Duties falling within the scope of designated contact hours:

- Scheduled cover supervising
- 121 intervention
- Scheduled supporting of lessons
- Employer and workplace/work placement visits
- Support activities relating to employability, work experience, volunteering
- Support community/personal enrichment activities (including trips related to learning).

Other Duties:

- Marking of students' work and of internal examinations and assessments, invigilation work
- Completion of paperwork in relation to student disciplinary matters
- Attend staff development events as appropriate
- Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements
- Industrial/commercial and academic updating of professional and technical skills
- General administration relevant to the role

***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

Equal Opportunities

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its

students, employees, and visitors.

Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Further information

This Job Description and Person Specification are current as of June, 2023. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.