

THE LION WORKS SCHOOL

INDEPENDENT SPECIAL SCHOOL AND SIXTH FORM

POOLE, DORSET

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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

1.	School Overview
	<p>We are a growing secondary school which forms part of the SEND community. Our team comprises of teaching specialists, front of house and support staff and learning support assistants. We also link with external professionals to ensure that all young people have the best learning environment to allow them to achieve and develop to their fullest potential. With a range of support available we aim to deliver a student-centered approach that is flexible to meet individual needs while promoting independence in preparation for the world of higher or further education.</p> <p>We are looking for a motivated, and engaging HLTA to join our dynamic, highly qualified and committed team.</p>
2.	Purpose of the Role
	<p>As an independent school specializing in educating students with ASD 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.</p>
3.	Key Accountabilities & Duties
	<ul style="list-style-type: none"> • 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

	<p>attainment and use this knowledge and understanding to extend and challenge pupil's learning</p> <ul style="list-style-type: none"> ● 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 <p>Duties falling within the scope of designated contact hours:</p> <ul style="list-style-type: none"> ● 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). <p>Other Duties:</p> <ul style="list-style-type: none"> ● 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 <p>*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.</p>
4.	Equal Opportunities

	<p>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.</p>
5.	Safeguarding
	<p>The Lion Works School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
6.	Further Information
	<p>This Job Description and Person Specification are current as of September 2022. 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.</p>