



Stocksbridge  
Junior School

# SEN Higher Level Teaching Assistant (HLTA)

Applicant Pack



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## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on 15 June 2025
<b>Interviews to be held:</b>	Week beginning 23 June 2025
<b>To start:</b>	September 2025

Stocksbridge Junior School are seeking practitioners with expertise in supporting children, or a willingness to develop within our Special Educational Needs provision providing support required to develop children according to their personal needs as identified in their Educational Health and Care Plans. We would require you to have experience in this area of pupils with a range of additional and complex needs.

The whole staff team will work in a positive and collaborative environment where the needs of the children are at the heart of all best practice and decision-making. This is an exciting opportunity to become part of a strong and dedicated team who are committed to high standards and creating an inclusive learning environment for all children.

### Role summary

<b>Post title:</b>	SEN Higher Lever Teaching Assistant Level 4
<b>Profile:</b>	LD2
<b>Grade:</b>	5
<b>Grade spinal point range:</b>	SCP 15 to 20
<b>Salary:</b>	£29,093- £31,586 (pro rata £22,657 to £24,599)
<b>Accountable SLT post:</b>	Headteacher
<b>Line manager (if different):</b>	
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Teaching and support staff
<b>Holiday and sickness relief:</b>	By and for other education support staff
<b>Purpose of post:</b>	Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed SEN learning activities, including planning, preparation and delivery. These activities can be for individuals/groups or whole classes including monitoring and assessment, recording and reporting on pupil achievement, progress and development.
<b>Version revised:</b>	March 2022



**Contract:**

Temporary

33.5 hours/39 weeks

Working Monday, Tuesday,  
Thursday and Friday 8.30am  
until 3.30pm and 8.30am  
until 4.30pm on Wednesday



## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

#### 1.1 SUPPORT FOR PUPILS

- To jointly assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Have a working knowledge of the SEND Code of Practice.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/educational plan.
- As a Special Education & Disability Higher Level Teaching Assistant you should monitor and contribute to the assessment and recording of a pupil's or group of children's development and be involved in the sharing of this information
- Be familiar with lesson plans, EHCP targets, behaviour plans and learning objectives.
- Assist with resolving behavioural and emotional problems of any children.
- Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Personal Learning Plans.
- 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.

#### 1.2 SUPPORT FOR THE TEACHER

- As a Special Education & Disability Higher Level Teaching Assistant you will monitor, support and manage any training, auditing, ordering and implementation of SEND Learning programmes and procedures and risk assessments.
- Monitor and report on the progress of identified children in and out of the classroom and share with teachers, agency professionals and parents where needed.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children



- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.

### **1.3 SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, 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 the trust/school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.



- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.



## Person Specification

Job Title: Higher Level Teaching Assistant Level 4

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Full working knowledge of relevant policies/codes of practice/legislation	✓		A/I
Meet SEND & TA standards.	✓		A/I
Having experience of working with SEND children showing an understanding of EHCP's and their use.	✓		A/I
Working knowledge and experience of implementing national foundation stage and KS2 curriculum and other relevant learning programmes/strategies			Not applicable
Good understanding of child development and learning processes, including phonics	✓		I
Understanding of statutory frameworks relating to teaching	✓		I
Works constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		I
Comprehensive speaking and listening skills to extend language in discussion	✓		I
Able to plan, implement and evaluate learning activities	✓		A/I
Undertakes pupil assessment	✓		A/I
Has an awareness of pupils with special educational needs	✓		A/I
Experience of completing and maintaining pupils' records	✓		A/I
<b>Qualifications</b>			
Meet Higher Level Teaching Assistant standards or equivalent qualifications	✓		A



Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT		✓	A/I
<b>Other skills</b>			
Ability to organise, lead and motivate a team		✓	A/I
Constantly improves own practice/knowledge through self-evaluation and learning from others	✓		A/I
Uses ICT effectively to support learning	✓		A/I
Ability to assist the school in forming a partnership with parents		✓	A/I
Practical and organisational skills to prepare and manage educational resources	✓		A/I
Maintains personal presentation that sets high standards for the pupils	✓		I
<b>Interpersonal skills</b>			
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A/I
Ability to relate well to children and adults	✓		A/I
Has a caring positive attitude towards pupils welfare	✓		A/I
Maintains and develops trust and confidentiality where appropriate	✓		A/I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Ability to work alone unsupervised and manage own workload.	✓		A / I



## Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

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## Stocksbridge Junior School

Stocksbridge Junior School strives for its children to have no limits to their ambitions and to aspire to reach their full potential. We prepare children for life-long learning, valuing the uniqueness of every child and providing for their needs within a safe, happy and caring environment in which everyone is equal and all achievements are celebrated.

Everyone at Stocksbridge Junior School aims to combine high standards with a broad and rich curriculum where education is the fusion of excellence and enjoyment. The curriculum is adapted to suit the needs of our pupils to ensure they are all 'learning together'.

The school, situated to the north-west of Sheffield, welcomes 270 pupils through its doors, from Year 3 to Year 6.



In addition to trust-wide benefits for all staff, those at Stocksbridge Junior School also have access to:

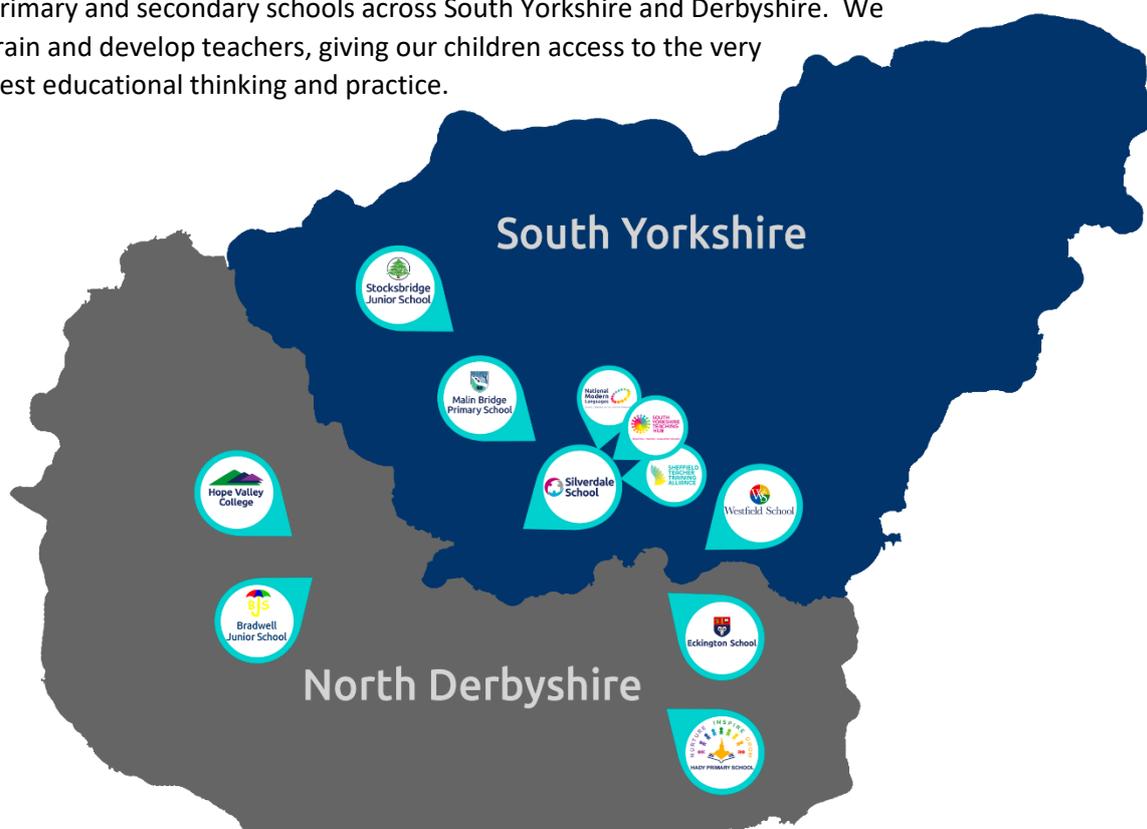
- Supportive and friendly staff and leadership team.
- Free staff parking.
- Well equipped and comfortable staffroom.

You can view the school website at: [www.stocksbridgejunior.chorustrust.org](http://www.stocksbridgejunior.chorustrust.org).



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).



## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Amanda Proost, Administration Officer at: [aproost@chorustrust.org](mailto:aproost@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 15 June 2025
- Interviews to be held: week beginning 23 June 2025

If you wish to visit the school, look around our grounds and speak to a member of our Senior Leadership Team, this would be welcomed and encouraged. Please contact Amanda Proost on 0114 2882221.

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

