

# Bishop Ullathorne Catholic School

## Job Description

<b>Job Title:</b>	<b>Higher Level Teaching Assistant (HLTA)</b> (Term time only) based in the Learning Support Unit
<b>Salary:</b>	Grade 5, Point 12 pro rata (£21,122 to £25,433 actual)
<b>Hours:</b>	Hours per week – 32.5 hours 8.15am – 3.15pm Monday to Friday (Term time only/ 39 weeks) with half an hour lunch break each day (unpaid)
<b>Responsible to:</b>	SENDCo
<b>Liaison with:</b>	Pupils, Teaching and Support staff

### Job Summary:

We are seeking a hardworking, dynamic, and compassionate Higher Level Teaching Assistant (HLTA) to take a leading role in the day-to-day operation of our Learning Support Unit. Working closely under the guidance of the SENDCo, the successful candidate will be responsible for coordinating targeted support strategies, delivering high-quality small group interventions, and mentoring students who may be facing barriers to learning.

This is a vital role within our inclusive school community, aimed at helping every student realise their full potential—academically, socially, and emotionally. The ideal candidate will be proactive, empathetic, and committed to making a meaningful difference in the lives of young people.

### Main responsibilities:

- To take responsibility for the day to day running of the Learning Support Unit.
- To contribute to the teaching of students in the Learning Support Unit ensuring good progress.
- To support individual or small groups of students in the Learning Support Unit throughout the day.
- At times to provide support to teachers in classrooms through working with individuals and small groups.
- Promote the inclusion and acceptance of students within the Learning Support Unit and within the school.
- Contribute to the overall ethos, aims and work of the school.

### Specific responsibilities:

- Establish productive working relationships with students in the Learning Support Unit, acting as a role model and setting high expectations.
- To organise and attend meetings with parents and outside organisations.
- To use the assess, plan, do, review cycle to plan and monitor interventions.
- To mentor disengaged students.
- Motivate students to complete programmes of work, and to achieve their targets on student support plans.
- Promote the use of ICT with students in the learning Support Unit.
- Manage the behaviour of the students, promoting and maintaining order and a calm working environment, including the school's behaviour policy.
- Ensure the health, safety and welfare of students is maintained at all times.
- To file and keep the area tidy but students friendly and welcoming.
- Deal with any problems in accordance with school policies and procedures.

**Organisation**

- Work with class teachers, KSL and SENDCo in identifying students requiring additional support.
- Participate in regular review meetings for students.

**Liaison**

- Liaise with teaching, and support staff, and outside agencies, regarding programmes of work for students.
- Maintain regular communication with KSL, SENDCo and parents/ carers as necessary.

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## Personal Specification

### Higher Level Teaching Assistant (HLTA)

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice and legislation.</li> <li>• Understanding of child development and learning.</li> <li>• Training in relevant learning strategies.</li> </ul>	Essential  Essential  Desirable
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• To support the distinctive ethos of this catholic school.</li> <li>• To assist in devising and implementing action plans for individual students.</li> <li>• Good verbal and written communication skills in face-to-face situations, in the production of accurate written records and formal notes, and the provision of support to the senior leadership team.</li> <li>• To raise students' aspirations and self-esteem.</li> <li>• To engage constructively with, and relate to, a range of young people and with their families and carers</li> <li>• To assist in identifying and setting targets for the development of individual students.</li> <li>• To work effectively with teachers and senior leaders within the school.</li> <li>• Ability to organise, lead and motivate groups.</li> <li>• To work effectively and network with a wide range of support services.</li> <li>• Ability to work independently on own initiative and also as part of a team.</li> <li>• Ability to prioritise own workload and meet deadlines/targets as necessary.</li> </ul>	Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age and/ or with specific special needs.</li> <li>• Individual and group support for children and young people.</li> </ul>	Essential  Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards.</li> </ul>	Essential

	<ul style="list-style-type: none"><li>• Training in relevant strategies e.g. autism and/or speech, language and communication needs and/or in a particular curriculum/ learning area such as English, ICT etc.</li><li>• English and Mathematics GCSE grade C/ 4 or above or the equivalent qualifications</li></ul>	<p>Essential</p> <p>Essential</p>
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