

Higher Level Teaching Assistant



Bishop Ullathorne
Catholic School



Role: Higher Level Teaching Assistant

Closing date: Monday 11 July 2022 at 9am

Applications Forms to: s.green@bishopullathorne.co.uk

Notes:

1. Complete Section 6 of the Supporting Statement in the application form, using the job description and person specification, as these outline our requirements .
2. Although e -mailed application will be accepted on the closing date, a signed application must either follow in the post or be hand-delivered.
3. On receipt of your application form, we will be applying for references.
4. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Higher Level Teaching Assistant

At Bishop Ullathorne Catholic School we are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people. Our vision of education is of educating the whole person to the fullness of life.

Our set of values, "Ullathorne Way", through which we all strive to live and grow, is immersed into the fabric of our school.

We seek to appoint a hardworking and dynamic Higher Level Teaching Assistant who:

- is an experienced teaching assistant
- has the ability to lead small intervention groups
- has the ability to inspire and motivate students to achieve their potential
- has high standards and expectations
- is committed to the education of all young people.

An ability to lead on autism within the SEND department would be an advantage but not essential.

Best wishes

**Mr C Billings
Headteacher**



Higher Level Teaching Assistant

Job Description

Grade 5

Hours of Work: 32.5 hours per week working Monday to Friday from 8.15am to 3.15pm with half an hour lunch break each day.

Job Summary: A hardworking and dynamic HLTA to lead small group interventions and support classroom teachers in helping students to achieve their potential. An ability to take departmental responsibility for autism would be an advantage.

GENERAL RESPONSIBILITIES

To contribute to the teaching of students in the Learning Support Unit ensuring good progress.

To provide support to teachers in classrooms through working with individuals and small groups.

To support individual or small groups of students at break and lunch-time, when required.

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.

Write, monitor and review student support plans for students in the Learning Support Unit, drawing upon advice from support services, and following best practice in line with the code of practice for SEND and published criteria for meeting additional needs.

Assess, plan, do, review cycle and other learning strategies and planning interventions.

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.

Deal with any problems in accordance with school policies and procedures.

Organisation

Work with the class teacher , 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 the KSL, SENDCo and parents/carers as necessary.



Higher Level Teaching Assistant

Job Description

Resources

Be responsible for the development of resources to support the learning and personal and social development of students in the Learning Support Unit .

Be responsible for the system to collect resources from subject areas to support the learning of students in the Learning Support Unit

Be responsible for the system for storage and maintenance of Learning Support Unit resources.

Development and Training

Undertake training and professional development in relation to the role.

Contribute to the provision of training for any members of staff or groups of staff, including non teacher staff, in the area of Student Support.

Other

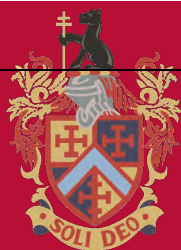
Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post.



Higher Level Teaching Assistant

Person specification

Knowledge	<ul style="list-style-type: none"> • Understanding of relevant codes of practice/ and legislation. • Basic understanding of child development and learning. • Training in relevant learning strategies.
Skills and Abilities	<ul style="list-style-type: none"> • To support the distinctive ethos of our Catholic School. • To assist in devising and implementing action plans for individual students. • 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. • To raise students' aspirations and self-esteem. • To engage constructively with, and relate to, a range of young people and with their families and carers • To assist in identifying and setting targets for the development of individual students. • To work effectively with teachers and senior leaders within the school. • Ability to organise, lead and motivate groups. • To work effectively and network with a wide range of support services. • Ability to work independently on own initiative and also as part of a team. • Ability to prioritise own workload and meet deadlines/targets as necessary.
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/ specific special needs. • Individual and group support for children and young people.
Educational	<p>NVQ 3 for Teaching Assistants or equivalent qualification or experience.</p> <ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards. • Training in relevant strategies e.g. literacy, dyslexia and /or speech, language and communication needs and/or in a particular curriculum/learning area such as English, ICT etc. • English and Mathematics GCSE grade C / 4 or above or the equivalent qualifications.



The Learning Support Unit

The Learning Support Unit is a busy, cheerful and energetic area of the school, with lunch and homework clubs, interventions and drop-in times.



Alongside the SENDCo there are five Teaching Assistants each of whom have a specific focus that they are passionate about, including mental health, literacy and EAL. Our three HLTAs take small booster groups, planning and preparing work independently, but working alongside teachers and SENDCo for guidance.

All Teaching Assistants provide in class support and have intervention groups and key students every day. Interventions currently running within the department are Memory Magic, Lego Therapy and dyslexia support, as well as reading club, and mental health support. Sixth Formers also take a role in our department, volunteering with reading and mentoring.

Higher Level Teaching Assistants are an integral and valued part of our school. Our aim as a department is to work in partnership with our school community, to provide high quality support and see our students reach their potential.



Our School

Bishop Ullathorne Catholic school is a voluntary-aided school situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic school was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission schools were built, including the nearby parish of St Osburgs. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.

Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos .

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.



Where next for Bishop Ullathorne Catholic School?

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom and is reflected in our set of values through which we all strive to live and grow:

- to be faith-filled and prophetic
- be grateful
- be attentive
- be compassionate
- be wise and curious
- be eloquent.



Why work at Bishop Ullathorne?

Ofsted 2019

“There is a sense of compassion around the school and everyone is valued as part of the family.”



Senior Teacher

“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”



Teacher

“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”



Year 8 Student

“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”



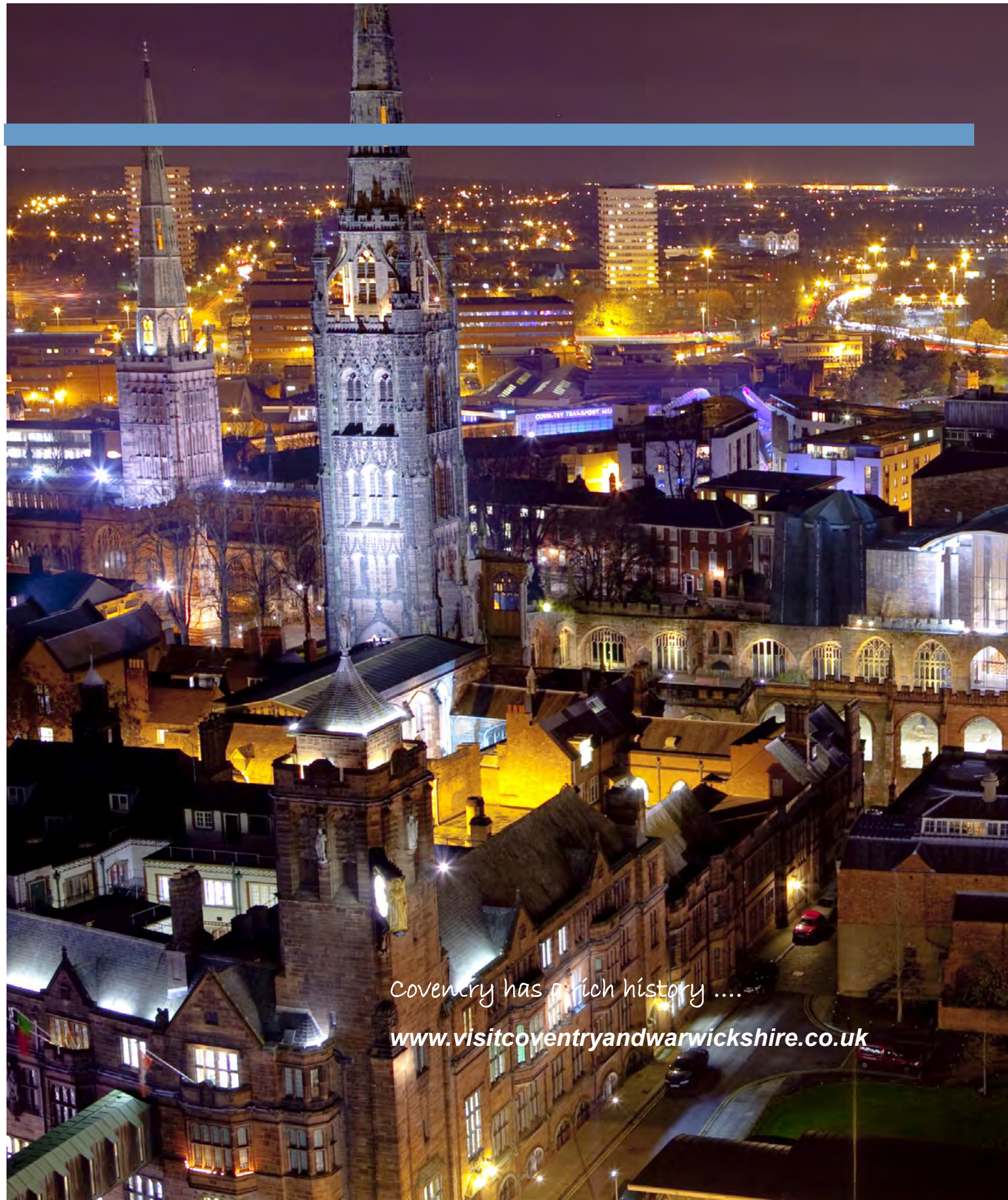
Benefits

All staff are encouraged to develop professionally. Our Employee Benefits Scheme, Vivup Reward and Benefits Scheme , provides a wide range of benefits and many discounts.

- New staff regularly meet with their direct line manager to ensure all queries and concerns are answered.
- ECTs are fully supported with a bespoke programme and have a subject mentor as well as a school ECT supervisor.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled in the West Midlands Pension Fund.
- All staff have access to a supportive Catholic community.







Coventry has a rich history

www.visitcoventryandwarwickshire.co.uk



Why work in Coventry

Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry was awarded the City of Culture for 2021.

You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey. The Ricoh Arena hosts both football and rugby, along with music concerts.

Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. Birmingham will be the host city for the 2022 Commonwealth Games, and local town, Leamington Spa, in recent times was named as one of the best places to live in the Midlands by the Sunday Times.

The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival.

Coventry also has two universities, Coventry University which has been awarded 'University of the Year for 'Student Experience' by The Times in 2019 and the University of Warwick, which is ranked joint 11th in the current University league tables. The University of Warwick is the highest ranking university in the West Midlands. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.



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Ofsted 2019

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