

SECONDARY SPECIAL SCHOOL

HIGHER LEVEL TEACHING ASSISTANT – READING INTERVENTION (GRADE D)

We are seeking to appoint a team member to support the quality of teaching and learning at Glenwood School. We are looking for an experienced HLTA/LSA to deliver reading intervention. The successful candidate will assess pupils' reading ability prior to delivering a reading programme and will then assess progress and impact of reading intervention, reporting to the Deputy Head Teacher and KS3 and KS4 English leads. This is a new, full-time post and will commence with immediate effect.

We are looking for someone with a positive attitude with a commitment to the vision and values of the school as we move forward.

Glenwood is a special school for children experiencing complex needs associated with learning difficulties, including children on the Autism Spectrum.

The school works with boys and girls from years 7 to 11 (KS3 and KS4). An integral part of the work undertaken involves working in partnership with parents and also with a number of outside agencies to inform, assess and support in the decision making process relating to the child's future education and life beyond school.

The key aim of the school is to enable each child to achieve his/her maximum potential while raising their self-confidence, self-esteem and working towards greater levels of independence. There is an emphasis on promoting a positive environment in which pupils learn to stay safe and healthy, make good choices and become part of their community.

At Glenwood School:

- we work together as a motivated and dedicated team to make a difference to our children and their families.
- we actively encourage confidence in pupils to enable them to flourish and achieve as individuals, nurturing their creative skills and learning to make a difference.
- we provide a wide ranging and creative curriculum with an emphasis on communication and life skills, so that our pupils grow up to take a full part in their family and local community.
- parents know that they are partners in their children's education, working hand in hand with the school.
- Governors act as critical friends, challenging and creating the forward momentum towards a good school.

JOB DESCRIPTION

Job Title: Grade D/Higher Level Teaching Assistant – £15,224.40 per annum (FTE £21,403)
30 hours per week
40 weeks per year (term time only – 45.62 weeks paid per year)

Responsible To: Senior Leadership Team

Role: This is a specific role to create, manage and deliver a reading programme within the school.

Duties:

Within the framework of duties for Learning Support Assistants on Grade D you will be required to undertake the following duties:

- Working with groups or individuals without direct teacher supervision
- Maintain records as required
- Prepare materials, develop resources and plan a programme that meets the school's needs
- Plan and supervise off-site visits
- Break/lunchtime duties
- Maintain communication with parents/carers as appropriate
- Any duties commensurate with the level of responsibility of the post that are required by the headteacher
- Participate in team planning and preparation

Please note: This job description may be reviewed at any time as necessary according to the needs of the whole school. Your work in relation to this job description will be reviewed annually as part of the job review cycle.

There is an expectation that all staff will ensure the welfare of the children by following the procedures in the Child Protection Policy and documentation related to Safeguarding Children.

Hours: The school day is from 9.00 am to 3.00 pm. Your working day begins at 8.45 am.

Role Profile and Person Specification can be obtained from office. Applications should be made using HCC Support Staff application form which is available from the HCC website. Two referees are required, one of which should be from your current employer, the other should be external.

Closing date for applications: Friday 2nd July 2021 (12 midday)

Interview date: Friday 9th July 2021

You will be notified within two working days if you have been successful in being invited to an interview. The interview process will be held in line with the prevailing Coronavirus regulations.

If you would like to visit the school, please telephone the administration office.