



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	HLTA
Salary / Grade:	SCALE 3 - Pt 5-6
Responsible for:	SEND
Responsible to:	Assistant Principal – SEND / Inclusion
Weeks:	39 Weeks per Year

Job Purpose

- To work with children with a wide range of special needs covering the 4 areas of SEND.
- To lead on a wide range of interventions in order to help close attainment gaps and increase school attendance.
- To oversee the effective day to day supervision of the library

Responsibilities

- To work as part of the learning support team alongside other members of staff supporting all students, paying particular attention to those with special needs as identified by the SENCO.
- To actively encourage all students to achieve their full potential and help them access the National Curriculum.
- To build students' self-esteem.
- To effectively manage the library
- To lead on developing literacy and reading across the school
- To run core booster groups after school
- To lead on a wide range of interventions and track progress, as directed by the SENCO
- To lead on the day to day running of the library and promote literacy across the school
- To write pupil passports and track progress
- To be a link HLTA for a core group of students as directed by the SENCO
- To attend meetings as directed by the SENCO
- To assist students with intimate care.
- To encourage the students independence and self-reliance.
- To use the schools system of reward in order to encourage students to do their best.
- To work with students on a one-to-one basis or in small groups, giving extra support when needed.
- To observe all students and identify those who may have a problem not previously identified, to assess and report to SENCO as necessary.
- To carry out assessments as directed by the SENCO.
- To support and help teachers in providing suitable learning experiences for their classes.
- All support staff undertake a first aid training course to be a school first aider.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and e Safety policy.



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- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.
- Supporting the ethos, aims and core values of the school.
- Special responsibilities for HLTA will be based on areas of expertise discussed and agreed on appointment

Personal Specification

Essential

- GCSE (or equivalent) at grades A* to C in English and Mathematics and education to A-level as a minimum, higher education is preferred.
- To maintain confidentiality and Data Protection adherence at all times.
- Excellent working knowledge of equipment and ICT packages relevant to specialist area.
- Ability to negotiate effectively with adults and children.

Desirable

- Previous experience and/or working in a school, but not essential as training will be given.