



School Name: Lord Lawson of Beamish Academy

School Address: Birtley Lane, Birtley, Chester-le-Street, DH3 2LP

Telephone Number: 0191 433 4026

Head Teacher: Mr Andrew Fowler

Job Title: HLTA SEND – specialising in Autism

Other Information

Permanent, Temporary/Fixed Term: Permanent

Grade G SCP 19 – SCP 23 £25,921.94 - £28,431 + SSA £1,266.63 - £1,289.66 per annum

Hours of Post: Full Time (37 hours per week)

Contract Weeks: Term Time Only

Advert Text:

Required for March 2024 or sooner, subject to all clearances being in place.

Salary amounts quoted are from 1 September to 31 August; if you commence employment part way through the academic year, these salary figures will be subject to an equated salary adjustment, to reflect holiday entitlement.

We are looking to recruit a skilful, passionate and dynamic HLTA for our SEND Department, with a specialism in teaching Autistic students. You will be committed to transforming the life chances of our students. You will be passionate about raising the achievement of all students, particularly the disadvantaged, including those with SEND. You will be keen to learn and develop further, through collaboration with others, and through whole school and departmental CPD.

You will contribute to the development of an excellent standard of teaching across the school as part of the SEND department. You will raise the achievement of our students through the support of our students with SEND, adopting strategies to access the teaching and learning in the classroom and ensuring student progression by implementing bespoke intervention strategies which meet the students' needs.

The successful candidate will be someone who will share good practice to enhance the learning experience of all students. We believe that staff can learn from their peers at all levels, and we operate a professional learning group approach to sharing good practice across the academy.

• Trust

• Respect

• Courage

• Ambition

The SEND Department consists of an Assistant Principal SENDCo, a Deputy SENDCo and 9 HLTAs/TAs with active responsibilities for an area of SEND. This department is professional, forward thinking, and flexible in meeting our students' needs both in and out of the classroom. "Teachers and teaching assistants work together to ensure that pupils with SEND are well supported in lessons" (Ofsted, November 2022). We are striving for excellence and always looking for new, creative, and exciting opportunities to develop learning, supporting students and advising staff, "teaching staff have the knowledge to help pupils with special educational needs and/or disabilities" (Ofsted, November 2022).

To be considered for this post you must have a good education background to GCSE equivalent or above and meet higher level Teaching Assistant standards or equivalent qualification (NVQ Level 4/5). We are looking for a HLTA with the capability to provide an excellent range of support for our students, and with the capacity to develop further.

Lord Lawson of Beamish Academy is a successful 11-18 mainstream co-educational academy which has improved rapidly over recent years. We recently celebrated achieving a 'Good' Ofsted rating in our November 2022 inspection. The improvement in progress 8 scores from 2019 to 2022 indicates we are the most improved school in Gateshead and among the top 10% of schools for improvement in the North East of England.

We provide an exceptional programme of CPD for staff. We know this through staff surveys and our exceptionally low levels of staff turnover. The majority of staff who have left us have gone on to promoted positions. Staff are happy here; Lord Lawson of Beamish Academy is a good place to work. We have high expectations of our staff and students, but we also know our staff are our greatest asset, and we treat them with respect. We value the development of all our staff and you will develop further as a teacher during your time here.

Our next steps are to build on our recent achievements, and to improve the attainment and progress of our disadvantaged students, including those with SEND. We also want to engage more effectively with our community and continue to expand our already thriving extra-curricular offer for our students. Alongside these aims, we aim to expand our sixth form further, by attracting applications from other local schools, as well as ensuring more of our students complete key stage 4 with the qualifications required for further academic study.

This is an exceptional opportunity to join us on our journey towards becoming one of the best schools in the North East of England. We have further work to do but are well on the way in our improvement plan. The successful candidate will learn and develop here, and will, we hope, go on to achieve great success in their career.

Lord Lawson of Beamish Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.

Closing date: 9am, Wednesday 7 February 2024.

Shortlisting: Thursday 8 February 2024.

Interviews: Tuesday 13 February 2024.

• Trust • Respect • Courage • Ambition

Please supply an email address for each of your referees; references will be taken up and verified prior to interview.

If successful you will be required to apply for an enhanced Disclosure

Completed application forms should be returned to: recruitment@lordlawson.academy

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Job Specification

Job Title:	HLTA – SEND (Specialism in autism)
Salary Scale:	G SCP 19 – SCP 23 £25,921.94 - £28,431 + SSA £1,266.63 - £1,289.66 per annum
Contract Type:	Permanent, 37 hours per week, term time only
Line Manager:	Assistant Principal - SENDCO

Purpose of the role

To work with the SENDCO, Deputy SENDCO, class teachers and pastoral staff to raise the learning and attainment of students.

To lead on the support for autistic students.

To develop students' independence, self-esteem, and social inclusion.

To support students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Key Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adapting relevant strategies to support the work of the teacher and increase achievement of students with SEND
- Promote, support, and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage the SEN area, classrooms, and resources to help maintain a stimulating and safe learning environment
- Lead small group sessions to address specific areas of need
- Observe student performance and pass observations on to the class teacher and, where appropriate, the SENDCO
- Use ICT skills to advance students' learning
- To cover and lead class teaching as and when appropriate.

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Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of student performance and progress in interventions offered
- Read and understand lesson plans shared prior to lessons
- Use your area(s) of expertise to contribute to the planning and preparation of interventions
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how you will support the inclusion of students in the learning activities
- Track and record the interventions and the impact.

Working with staff, parents/carers, and other professionals

- Communicate with parents and other professionals in initial meetings to identify the strength and areas of needs of the SEND students starting at the Academy
- Communicate effectively with other staff members and students
- Update passports regularly with key information to support Quality First Teaching
- Undertake the role of Key Worker and communicate regularly with parents and carers
- Communicate your knowledge and understanding of students to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment, and barriers to learning, as provided by teaching staff
- With the SENDCO, keep other professionals accurately informed of performance and progress, or concerns you may have about the students you work with
- Understand your role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

General Duties

Professional Development

- Help keep your own knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take an active part in departmental training
- Take part in the school's appraisal procedures

Safeguarding

- Promote the safety and wellbeing of students and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Promote the safeguarding of all students in the school

- Ensure that appropriate reasonable adjustments are made where necessary for students.

General

- Equal Opportunities: the academy has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work
- Health and Safety: the academy is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work
- Confidentiality: the academy is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have

The HLTA will be required to follow school policies and the staff code of conduct.

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks, and the postholder may be required to carry out other duties appropriate to the role.

This job description may be amended at any time in discussion between the Principal or Line manager and the employee and will be reviewed annually before the commencement of the next appraisal cycle.