



**Hill View Academy, Almondbury**  
**SEND Senior Educational Teaching Assistant (Extended Learning)**  
**SCP 7 £20,092 pro-rata**  
**30 hrs p/wk**

## Introduction

Impact Education Trust is on a mission to improve the life chances of children and young people and improve social mobility. We are a Trust where Hearts and Minds connect through values driven partnerships and collaborative working.

Over the past two years, we have grown from a single academy trust in our founding school, The Halifax Academy, to 6 schools across Calderdale and Kirklees, with a 7<sup>th</sup> due to join us in the new year. We now have 3900 students and 600 staff who are all working hard to ensure we are true to our vision and deliver on our core principles and aims:

### Core Principles:

- Values Driven
- Learning & Research Focused
- High Expectations
- Collaborative Leadership
- Effective Relationships
- Developmental Opportunities

### Aims:

- Deliver outstanding outcomes for all students
- Deliver excellence in teaching, learning, behaviour and curricula offer
- Provide students with life-enhancing opportunities to develop personally and beyond
- Develop highly effective leader and governors, who are relentless in delivering sustainable successes for our students
- Develop purposeful connections with parents and the communities we serve
- Be an employer of choice
- Develop highly effective and customer focused business and financial operations that support growth, manage risk and deliver value for money

We are committed to supporting the development of our people and actively support those who wish to improve their skills and qualifications.

## Working for Impact Education Multi-Academy Trust

All staff who join the Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have access to accredited development programmes. Our staff can apply to take part in a range of external development programmes, including:

- NPQML



- NPQSL
- NASENCO
- NPQEL

Role specific CPD is also actively supported e.g. Finance qualifications.

There are also many opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'The Hive', which gives access to a range of benefits:

- *6 sessions of face to face or telephone counselling (also available for immediate family members over the age of 16)*
- *On-line Cognitive Behaviour Therapy (CBT) (also available for immediate family members over the age of 16)*
- *Cycle to Work Scheme (salary sacrifice scheme)*
- *Gym Discounts*
- *Mobile phone deals*
- *Retail discounts*
- *Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments*

We provide a staff on-line HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

Closing date for applications is 3<sup>rd</sup> December at 5pm. The application form can be downloaded from [www.i-mat.org.uk](http://www.i-mat.org.uk)

Completed applications should be emailed to [Recruitment@optimalpbs.co.uk](mailto:Recruitment@optimalpbs.co.uk)

We look forward to receiving your application for this post and wish you the best of luck



<b>Job Title:</b> SEN Senior Educational Teaching Assistant (Extended Learning)	
<b>Reports to:</b>	Grade 7
<b>Location:</b> Hill View Academy - Fernside Avenue, Almondbury, Huddersfield, West Yorkshire, HD5 8YE	

**School information:**

Hill View Academy is a new Primary School located in Huddersfield in the village of Almondbury. We are in a very exciting point of a new journey for the school. We have recently become part of the IMPACT Multi Academy Trust family and have become Hill View Academy.

Our committed team of staff strive to bring out the best in our children and equip them with the skills they will need for the future.

The area is well served by motorways, with easy access to larger towns such as Leeds, Bradford, Huddersfield and Manchester. Previously, a two-form entry, we have started the journey of becoming a one form entry Primary school with 52 place Nursery provision.

There are at present 265 children on roll organised in the primary. There are 10 classes which are a mixture of single aged and mixed age classes. The school site is going through an exciting refurbishment to develop some excellent indoor and outdoor facilities.

On entry, a large number of children are below average in terms of their personal development, language and communication and knowledge and understanding of the world. The number of pupils is entitled to free school meals is roughly 50% of our pupils. There on average 10% of pupils for whom English is an additional language. We currently have on around 13% of pupils on our special needs register with a focus on developing this.

Responsibilities:	
Key Areas	<p>To work with the SENDCO and as part of the Hill View staffing team to implement and extend the learning programme to support the learning of our SEND pupils. Provide practical support for SEN based learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well-being.</p> <p>To engage with staff, pupils, parents and the wider community to support the SEN based learning process within school.</p>
Key Objectives:	<p><b><u>Pupil and Parent Support</u></b></p> <ul style="list-style-type: none"> <li>• To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.</li> <li>• Work with parent/carers of pupils with SEND needs who are not currently effectively engaged in supporting their child's education.</li> <li>• To work with parents/carers of pupils with SEND who have poor attendance are underachieving and/or have behaviour problems and work with them to overcome barriers to learning.</li> <li>• Work with parents/carers individually and in groups to support the education of their children who have SEND.</li> <li>• To develop and deliver projects within the school and the community in support of learning for individual or groups of pupils with SEND.</li> <li>• To undertake activities which will promote partnership high schools to parents of SEND pupils attending feeder primaries not in the partnership.</li> <li>• Actively encourage the inclusion of all SEND pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.</li> </ul>

	<p><b><u>Community involvement</u></b></p> <ul style="list-style-type: none"> <li>• To visit pupils' homes in order to establish and maintain home/school partnership, encourage parents to participate in their role as the child's main educator.</li> <li>• Develop effective working relationships with staff and outside agencies in order to secure wider community engagement in support of the learning needs of pupils and families.</li> <li>• Work closely with local community organisations in developing links in support of pupils with SEND learning.</li> <li>• To maintain accurate records of progress for each targeted pupil.</li> <li>• To inform parents/carers about educational developments, initiatives and opportunities.</li> <li>• To promote and provide parenting strategies through a variety of means.</li> <li>• To provide informal mentoring and guidance for parents/carers wishing to access further opportunities.</li> <li>• To inform, recruit and support adult participation on course delivered by recognised providers.</li> <li>• To provide local art, culture and sporting activities for the benefit of children, families and the local community.</li> </ul> <p><b><u>Curriculum Activities</u></b></p> <ul style="list-style-type: none"> <li>• To understand and identify a range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and families.</li> <li>• To contribute to the sharing of information between local agencies, schools, authorities and other staff to review, evaluate and improve strategies.</li> <li>• To undertake relevant training and development as required from time to time by the SENDCO and head teacher and be involved in ongoing development reviews of skills and competencies.</li> <li>• As appropriate to assist with the induction and mentoring of new staff within the remit of the role.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To be responsible for handling and accounting for small budgets attached to projects.</li> <li>• To attend and contribute to duty related meetings as required.</li> <li>• To research, devise, prepare and maintain resources in support of projects.</li> <li>• Work with the SENDCO, Head teacher and school staff to ensure parents and representatives of the local community has the opportunity to discuss educational provision.</li> <li>• To ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community.</li> </ul> <p><b>4. <u>General</u></b></p> <ul style="list-style-type: none"> <li>• As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.</li> <li>• Carry out your duties with due regard to current and future Council policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Council communications</li> </ul>
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Attributes	Relevant Criteria	How Identified	Rank
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of promoting partnership working e.g. with parents, schools and external agencies.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>Experience of working cooperatively with adults (including parents, families).</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>Experience of running courses, to support learning and facilitating children/young people development.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>Experience of working with schools.</li> </ul>	Application form/selection process	B
	<ul style="list-style-type: none"> <li>Experience of working with SEND pupils</li> </ul>	Application form/selection process	B
	<ul style="list-style-type: none"> <li>Experience of working with minority ethnic children/young people in a school environment.</li> </ul>	Application form/selection process	B
	<ul style="list-style-type: none"> <li>Interpretation/ translation skills.</li> </ul>	Application form/selection process	A
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or above including Maths and English or able to demonstrate work at this level.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>Relevant training and development in an appropriate subject area.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>Educated to NVQ Level 3 or equivalent experience.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>SEND qualifications</li> </ul>	Application form/selection process	A

<b>General Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of schools/partnership targets.</li> <li>• Knowledge and understanding of activities in supporting the learning of children/young people.</li> <li>• Understanding of and commitment to the School's Equality and Diversity Policy and how it relates to the duties of the job.</li> <li>• Oral competency in one identified heritage language.</li> </ul>	<p>Application form/selection process</p> <p>Selection process</p> <p>Selection process</p> <p>Application form/selection process</p>	<p>B</p> <p>A</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to relate to children/young people from a diverse range of social and cultural backgrounds with additional needs.</li> <li>• Ability to work on own initiative and part of a team.</li> <li>• Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, pupils parents, and external agencies.</li> <li>• Ability to produce accurate work whilst working to deadlines.</li> <li>• Ability to run school and community-based courses/activities</li> </ul>	<p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Selection Process</p> <p>Selection Process</p> <p>Selection Process</p>	<p>A</p> <p>A</p>





<b>Any Additional Information</b>	<ul style="list-style-type: none"> <li>• Commitment to ongoing personal training and development</li> <li>• Ability to adapt and be flexible to the needs of the school.</li> <li>• Successful applicant must undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b></li> </ul>	Selection Process  Selection Process  Application Form/ Selection Process	A
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