



Hope High School



05 May 2022

# HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

HLTA – FAMILY LIAISON, ATTENDANCE AND CAREERS LEAD

# DOCUMENT CONTROL

## Information

<b>Creation date</b>	05/05/2022
<b>Recruitment Lead for post</b>	Andy Argile
<b>Recruitment Lead contact email</b>	sbm@hope.lancs.sch.uk
<b>Template version</b>	Candidate Information pack   HLTA
<b>Category</b>	Recruitment
<b>Role</b>	Higher Level Teaching Assistant – Family Liaison, Attendance and Careers Lead
<b>Closing Date</b>	Friday 20 <sup>th</sup> May 2022 – 1pm
<b>Interview Date</b>	Week Commencing 23 <sup>rd</sup> May 2022
<b>Start Date</b>	September 2022 / Potential for earlier start subject to availability
<b>Salary Grade</b>	GRADE 7

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## Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We have an exciting opportunity for a Higher Level Teaching Assistant – Family Liaison, Attendance and Careers Lead. The role will focus their work on preventative and early intervention activities, assisting tackling underachievement by working with families, parents, carers, and children in school to enable all children to have full access to educational opportunities and help them to overcome barriers to learning, improve attendance and careers.

You will be joining a supportive, talented and friendly staff team where ideas are shared, staff are listened to and you will help to shape the future direction of the school. Our pupils deserve the best teachers who can inspire and ensure the best outcomes possible. Our small classes mean that every pupil gets the right help, support and expert teaching to allow them to reach their true potential.

For more information about the school please visit our website [www.hope.lancs.sch.uk](http://www.hope.lancs.sch.uk)

Please read the job description and person specification contained within this document carefully.

For more information on the role, informal chat or arrange a visit to look around please contact the recruitment lead for this post Business Manager Andy Argile on 01695 721066 or email [sbm@hope.lancs.sch.uk](mailto:sbm@hope.lancs.sch.uk)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

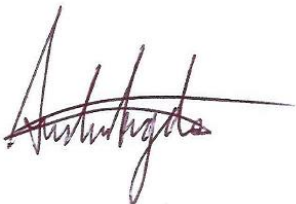
Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: [trencherk@hope.lancs.sch.uk](mailto:trencherk@hope.lancs.sch.uk)

Thank you for your interest in the role and we look forward to hearing from you soon.

Andy Argile

A handwritten signature in black ink, appearing to read 'Andy Argile'.

School Business Manager



## About the school

Hope High School in Skelmersdale is a relatively small SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In January 2020, the school was judged by Ofsted as being good in all areas and the school intends to build on this success.



We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and climbing wall and of course classrooms each having the latest learning technology. All pupils provided with their own dedicated Windows 10 laptops utilising MS teams to enhance learning through technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.



Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from

## "Learning for Life"

all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin

A handwritten signature in grey ink that reads 'H. Dunbavin'.

Headteacher

## Personal Specification

<b>Post Title</b>	Higher Level Teaching Assistant – Family Liaison, Attendance and Careers Lead	
<b>Grade</b>	Grade 7	
<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (o))</b>
<b>Qualifications</b>		
Recognised and relevant NVQ Level 3 qualification or equivalent.	D	AF
NVQ level 4 qualification or equivalent	D	AF
HLTA status	D	AF
Level 2 or equivalent qualification in English/Literacy	D	AF
Level 2 or equivalent qualification in Mathematics/Numeracy	D	AF
<b>Experience</b>		
Experience in managing staff teams	D	I
Experience in delivering Careers Lessons/Interventions	D	I
Experience in pupil attendance management	D	I
Experience in family engagement	D	I
Experience in working with external agencies	D	I
Experience of working with children	E	I
Experience of working in a classroom environment	E	I
Experience of Administrative work	D	I
Experience of supporting pupils with challenging behaviour	E	I
Staff management experience	D	I

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<b>Knowledge/skills/abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	D	AF,I,L
Ability to relate well to children	E	I,L
Ability to work as part of a team	E	I,L
Good communication skills	E	I,L
Ability to relate well to parents/carers	E	I,L
Ability to supervise and assist pupils	E	I,L
Time management skills	E	I,L
Organisational skills	E	I,L
Knowledge of classroom roles and responsibilities	E	I,L
Knowledge of the concept of confidentiality	E	I,L
Administrative skills	E	I,L
Knowledge of National curriculum	E	I,L
Ability to make effective use of ICT	E	I,L
Ability to assess children’s development	E	I,L
Ability to plan and deliver work programmes	E	I,L
Ability to organise, lead and motivate a team	E	I,L
Flexible attitude to work	E	I,L
<b>Other</b>		
Commitment to undertake in – service Development	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
<b>Special/Specific Requirements</b>		



## Job Description

<b>Post Title</b>	Higher Level Teaching Assistant – Family Liaison, Attendance and Careers Lead
<b>Grade/Salary</b>	Grade 7
<b>Location</b>	Hope High School
<b>Responsible to</b>	Headteacher / Senior leadership team
<b>Staff Responsible For:</b>	Family Liaison, Attendance and Careers Lead

### Purpose of the role (job statement)

Under an agreed system of supervision, supporting SLT, Teachers and interventions as part of a professional team

A diverse role split into 3 overlapping areas: -

- Family Liaison** - Post holders will work in partnership with school colleagues to provide a personalised, whole family focussed response to meeting the needs of identified children, young people and families. Post holders will undertake direct work with children, young people and their families. Workload will be identified through a range of service pathways including cases;
  - Where more complex family needs have been identified within school
  - Referred for an early help response through the multi-agency safeguarding hub (MASH)
  - De-escalated and stepped down from specialist/statutory level
  - Requests for support with more complex family needs, originated by other agencies.

Post holders will maintain positive engagement with family members throughout the duration of interventions. They will have responsibility for planning their work and choosing suitable evidence-based methodologies for responding to identified needs which achieve positive results. They will be able to use judgment to re-shape their responses to deal with new emerging needs and unforeseen issues, seeking guidance from senior colleagues and making practical decisions within closely defined policies and procedural guidance.

This role will work closely with the Safeguarding Lead within school.

- Attendance**
  - Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school
  - Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance
  - Work with subject teachers on linking attendance to achievement and attainment, including links with SEN
  - Co-ordinate the preparation reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions
- Careers**

Post holder will have responsibility for the delivery of a school's careers programme.

- The school has a good careers programme that meets the expectations set out in the Gatsby Benchmarks and SLT.
- Make arrangements for providers of technical education or apprenticeships to talk to pupils
- Liaise with DSL at pupils next destinations and ensure all relevant documents are transferred in a timely manner.
- Record destinations of young people from the school are tracked and that this information is used to improve the effectiveness of the school's careers programme
- Organise and manage effective careers interventions on a 1-1 basis and/or small groups
- Hold a level 6 careers lead qualification or be willing to work towards

## Main Activities

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

### Support for Pupils

- Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance
- Provide advice and support to parents / carers of excluded pupils
- Contribute to the development of activities to encourage family involvement in the school.
- To assess the needs of pupils and to differentiate task content to support pupils' learning.
- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.

### Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.

## "Learning for Life"

- To take care of their own and other people's health and safety.
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### Support for the Curriculum

- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

## Additional Information

The above document sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

### Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

### References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

### Applying

Completed applications must be submitted electronically to: [trencherk@hope.lancs.sch.uk](mailto:trencherk@hope.lancs.sch.uk)