



Testbourne Community School

Assistant SENDCo/ Higher Level Teaching Assistant

37 hours/week, TTO plus two additional weeks

Support Staff Pay Scale Grade E
(£26,544 - £29,583 FTE)

This is an exciting opportunity for skilled and dedicated Assistant SENDCo/Higher Level Teaching Assistant (HLTA) to support our teaching staff and our SEND pupils. An experienced HLTA in a secondary school or equivalent, you will have responsibility for the day-to-day running of our SEND department and for line managing staff. You will work alongside our SENDCo to develop the department and effectively meet the needs of our pupils. You will have a relevant professional qualification and, ideally, be educated to degree level.

Testbourne Community School, an 11-16 comprehensive school with an extremely able cohort, is an Outstanding School (Ofsted 2010) which provides a forward thinking, outward looking and vibrant learning environment. We pride ourselves on the strength of staff and student relationships and we have a strong community at the heart of our ethos. Our shared philosophy is embodied by our strapline 'Achievement, Excellence, Integrity.' We are working together to continually raise expectations, improve our practice and raise standards of students' achievements in order to secure our outstanding judgement for the future.

For an informal discussion about this role, please contact Mrs G Gray, Assistant Headteacher, on 01256 892061.

The successful candidate will:

- have experience of working as an HLTA at secondary level with a relevant professional qualification;
- have experience of working with children who have special educational needs and disabilities;
- have knowledge and understanding of how children learn;
- have a sound grasp of inclusive practice;
- able to communicate appropriately and effectively, demonstrating patience, resilience and tolerance;
- be smartly presented and have a professional attitude to employment;
- be punctual and reliable; flexible and hard-working;
- have a firm but sympathetic manner, with a good sense of humour; listens effectively and is sensitive to the views of others;
- be willing to undertake training and develop their skills.

The role will include:

- co-ordinating the provision for pupils with SEND;
- using data to identify needs and create/implement effective action to support pupils;
- complementing the professional role of teachers by taking responsibility for agreed learning activities;
- contributing to the development of Individual Education Plans (IEPs);
- working with other providers and outside agencies to ensure pupils' needs are met;
- developing positive and effective relationships with parents, pupils, staff and other stakeholders;
- managing a team of Teaching Assistants;
- working within The Hub (our dedicated SEND and inclusion provision) delivering small group or individual support sessions.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;

Achievement • Excellence • Integrity



Testbourne Community School

- we provide a highly professional and collaborative working environment focused on developing a love of learning;
- we offer first rate personal career development.

Closing Date for Applications: Noon on Wednesday 26th January 2022

We reserve the right to interview candidates before the closing date where applicable.

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school. Please note, we do not accept CVs.

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks, along with other relevant employment checks. Testbourne Community School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.