



St Benedict's Catholic College



HIGHER LEVEL TEACHER ASSISTANT Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for Higher Level Teacher Assistant (HLTA)

The successful candidates will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mrs Victoria Vingerhoets PA to SENDCo on 01206 549222.

The start date is as soon as possible. The closing date for applications is midday on Friday 20th June 2025 and interviews will be held week commencing 23rd June 2025.

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or by emailing c.miller@stbenedicts.essex.sch.uk.

RECRUITMENT

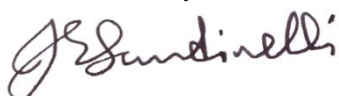
We reserve the right to close the vacancy early should we receive a significant number of applications. Interviews may be held prior to the advertised closing date, you are therefore strongly encouraged to apply as soon as possible.

Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester City Centre.

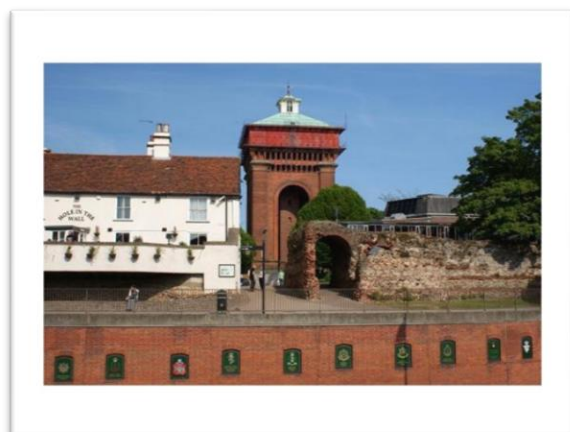
Colchester is a thriving, modern City with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the City, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The City also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



HLTA – Job Description

Job Description - HLTA

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect

Grade Scale 5

Job Purpose To work with teachers as part of our professional team to support learning activities for classes, groups and/or to support students undertaking lessons delivered via remote learning or computer aided techniques. To provide support to students across the college or support pupils with severe learning, behavioural, communication, social, sensory or physical difficulties. Provide support to students with: transition from primary school; transition from KS3 to KS4 through Pathways; transition from college to post-16 education

Reports to SENDCo

Job role

- Plan, deliver, and assess small group interventions across a range of subjects, including English, Maths, and Social Communication.
- Use advanced IT skills to adapt and create bespoke learning materials and digital resources.
- Write and maintain high-quality One Page Profiles and contribute to individual learning plans.
- Work collaboratively with teaching staff to support differentiated learning in the classroom.
- Monitor and record student progress, providing feedback to teachers and parents/carers as appropriate.
- Support students with a range of learning needs, promoting inclusion and engagement.
- Communicate effectively with students, staff, and families to support educational outcomes.
- To support the Catholic ethos of the College
- To provide particular and skilled support to students with learning, behavioural, communication, social, sensory or physical difficulties
- To support the SENDCo in monitoring and delivering effective One Planning, ensuring Student Passports and Individual Education Plans are reviewed in line with the 2014 SEND Code of Practice
- To support Learning Support Assistants with their completion of One Planning paperwork
- To work with teachers to set SMART targets for SEND students
- To implement planned 1:1 and small group interventions as agreed with the SENDCo, adjusting activities according to student's responses as appropriate
- To support students with activities which support literacy and numeracy skills
- To provide social and emotional support and interventions at student break and lunchtimes
- To work with individuals or small groups of students under the direction of teachers
- To participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- To promote the inclusion and acceptance of children with special needs and disabilities within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To identify and support individual students' needs and provide appropriate support and resources under the guidance of the SENDCo
- To establish positive and productive working relationships with pupils, acting as a role model and setting high expectations
- To promote positive student behaviour in line with college policies and help keep students on task

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- To encourage students to interact and work co-operatively with others and to engage in all activities
- To promote independence and employ strategies to recognise and reward achievement of self-reliance
- To provide feedback to students in relation to attainment and progress under the guidance of the teacher
- To support the use of ICT in the classroom and develop students' competence and independence in its use
- To assist with escorting students on educational visits
- Respect confidentiality at all times
- Deal effectively with any immediate problems or emergencies according to the college's policies and procedures.
- To report back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the session, and any issues arising.
- 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, attending training sessions as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

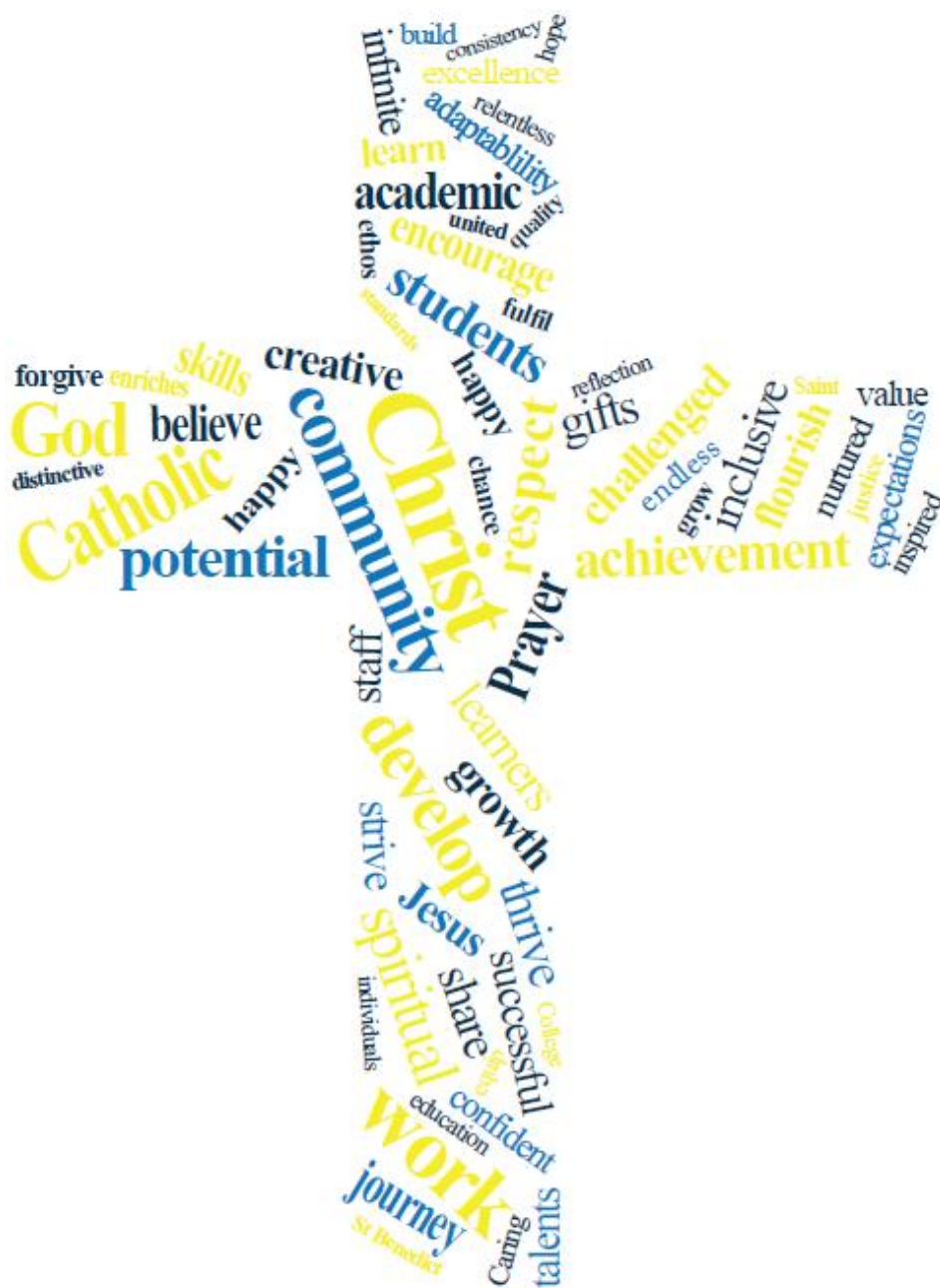
The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Person specification

	Essential	Desirable
Qualifications and experience		
Grade C or above pass in English and maths GCSEs (or equivalent)	✓	
Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience which meet Higher Level Teaching Assistant standards		✓
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
HLTA status or equivalent qualification/experience.		✓
High level of IT proficiency, including the ability to use educational software, customise digital resources, and support assistive technologies. Microsoft Teams and Google Classroom		✓
Experience delivering targeted interventions in core subjects and/or social communication.		✓
Experience working with students with SEND.		✓
Knowledge of current educational strategies and interventions.		✓
Personal Qualities		
Good organisational skills	✓	
Excellent interpersonal and communication skills	✓	
A proactive, flexible, and collaborative approach to working with students and staff.	✓	
Good listening skills	✓	

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	Essential	Desirable
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Motivated and proactive	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Ability to deal with challenging behaviour	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to observe and monitor progress and maintain records	✓	
Ability to write clear, concise, and effective support documentation (e.g., One Page Profiles).	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support students with medical and physical needs	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the College		✓
Establish effective relationships with those working in and with the College	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety		✓
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	



St Benedict's Catholic College

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Colchester

Essex

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www.stbenedicts.essex.sch.uk

