

Higher Level Teaching Assistant - Job description

The Dixie Grammar school is a selective 3-18 coeducational independent school set in three uniquely beautiful settings in rural Leicestershire. We are a happy school, in which our polite pupils are comfortable in their own skins, grounded, energetic and constantly challenged. This role is based at the Senior School site which is based in Market Bosworth in the Leicestershire countryside.

The role of the **HLTA** is to support and advocate for an individual student and to also be part of a committed team of SEND support within the Senior School who deliver the best possible environment and highest standards of care and education for our pupils.

You will be:

- An empathetic, patient, kind and caring individual who can forge excellent relationships with pupils and adults and you will be able to build on these relationships to meet the developmental needs the pupil you will be supporting
- A creative person, able to respond dynamically to a changing learning environment
- energetic and enthusiastic in your ability and desire to provide a rich and varied learning environment
- able to deal with difficult situations in a calm manner
- an effective communicator, both verbally and in writing and you will be able to liaise with parents, professionals and external agencies, providing a high level of care
- flexible to support all areas of school life, including extra-curricular activities

The successful candidate must have:

- experience working with young people with special needs in a school setting
- the ability to set and support clear boundaries whilst also supporting the young person to understand these boundaries
- the ability to plan work on a 1:1 basis to enable the student to access the curriculum which reflects individual needs
- have a good understanding of Safeguarding in Schools (however training will also be provided)

The post is full-time and is term time only. Salary range is £21,298-23,227, dependent upon experience, (0.77 FTE), plus benefits such as free lunches, ongoing professional development and a 5% matched pension contribution.

Please send a letter of application and a completed application form to Human resources by e-mail - kingm@dixie.org.uk

Deadline for applications: **29th October**

Interviews to be held Week commencing **6 November 2023**.

Anticipated Start date to commence End November 2023.

The School is committed to the safety and well being of its students and is rigorous in its appointment procedures ensuring that the latest guidance is followed in respect of safer recruitment of staff, including visiting staff and, where required, volunteers. The School has a positive and effective Equal Opportunities Policy, actively promotes equality of opportunity and ensures that all recruitment is

undertaken in line with the policy, Keeping Children Safe in Education (Sept 2020), Safer Recruitment principles and the Equality Act 2010. The School will comply with the Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (2015) and any guidance or code of practice published by the Disclosure and Barring Service (DBS) and The Rehabilitation of Offenders Act (1974).