



HOLMFIRTH
HIGH SCHOOL

Information Booklet

Higher Level Teaching Assistant/
Assistant SENCO



A Lead School in the West Yorkshire Teaching Alliance

A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this post at Holmfirth High School.

We genuinely believe the school is a wonderful place to work. We have worked hard, and continue to do so, to establish and maintain an ethos in which people – adults and children – support each other, and where relationships are positive, respectful and friendly.

Our most recent Ofsted inspection judged the school to be good with outstanding features. Ofsted have stated:

'Leaders have established a positive ethos that addresses the academic needs of pupils and promotes their wider personal and social development' and 'Senior and Middle leaders have established a dynamic learning culture where high quality training contributes to continuous improvement'.

We strive to do the best we can for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom. As a school, we seek to provide good developmental opportunities for staff too so that they feel their personal and professional skills are valued and that they are both supported and challenged in their careers.

We are an incredibly busy school with lots going on all year round. We are fortunate in having an exceptional staff group who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We are a lead school in the West Yorkshire Teaching School Alliance. This means that we work collaboratively and in partnership with a range of other alliances, schools, colleges and universities to share best practice, to train entrants into the profession and to provide exciting professional development for all our staff.

Should you choose to apply, you will be sure of a warm welcome and you will be joining a highly committed, professional and friendly staff group.

Yours sincerely



Craig Jansen
Executive Headteacher



Gail Howe
Associate Headteacher

Holmfirth High School

This highly successful and oversubscribed school has 1330 pupils, with over 90 teaching staff and over 70 support staff.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms and a brand new SEN department and RE/PSCHE block. The specialist school initiative has also meant the further building work of a Maths block.

The catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield, surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

The school takes its community responsibilities seriously. It adopts an open policy towards parents, and pupils are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage all pupils to strive to achieve the highest academic level of which they are capable.

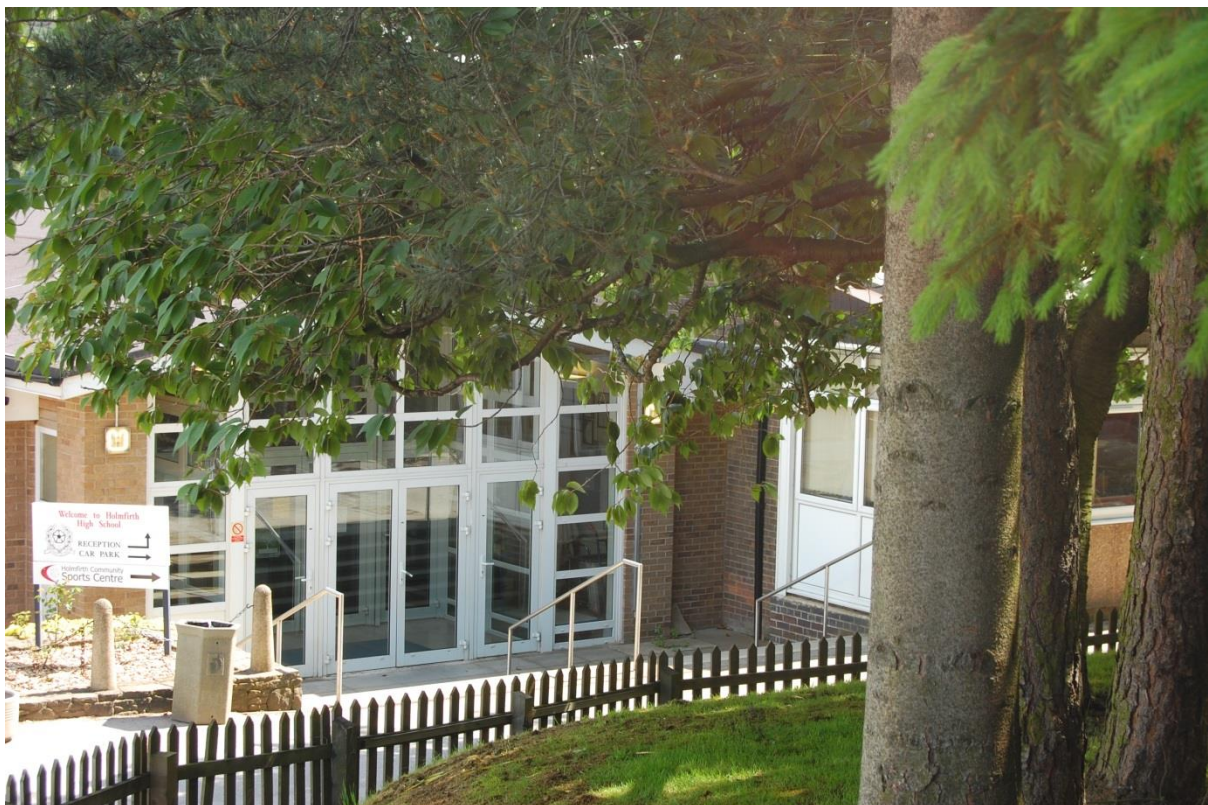
High personal and disciplinary standards are also regarded as important. We are aware of the difficulties that all pupils share as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and provide as much support as we are able. We have a full time pupil counselling service and a pupil health and information service on site. These services are nationally recognised as unique strengths of the school.

The school is organised on a year basis, with Heads of Years overseeing the job of Form Tutors. Pupils are largely taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, all pupils now follow a course which enables them to study English; Mathematics; Science (either combined or three separate subjects); ICT; Religious, Personal and Social Education including Careers, and Physical Education. In addition, pupils take four other choices from a wide programme of vocational and academic options.

The school has an excellent record in public examinations; the great majority of our pupils achieve high standards at education or training beyond the age of sixteen. The average pupil achieves 10 A* - C passes including Maths, English, two Sciences and a Modern Foreign Language, over 50% go on to university and less than 1% become NEET. We are especially proud that none of our disadvantaged and vulnerable students became NEET last year. This is both significantly better than the local and national figures for this type of learner.

We attach great importance to the place of extra-curricular activities in the school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



Aims of the School

- ✚ Members of the school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
 - ✚ The school aims to ensure that members of the school community feel valued and appreciated.
 - ✚ The school aims to encourage pupils to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
 - ✚ The school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
 - ✚ The school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
 - ✚ The school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
 - ✚ The school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
 - ✚ The school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
 - ✚ The school seeks to work and interact with the wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.
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Local Information

Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into The Nook for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with numerous high street banks and building societies.

Partner Primary Schools

Hade Edge J & I School

Greave Road
Hade Edge
Holmfirth
HD9 2DF
Tel 222470

Netherthong Primary School

School Street
Netherthong
Holmfirth
HD9 3EB
Tel 222487

Hepworth J & I School

Maingate
Hepworth
Holmfirth
HD9 1TJ
Tel 222472

Scholes J & I School

Wadman Road
Scholes
Holmfirth
HD9 1SZ
Tel 222478

Hinchliffe Mill J & I School

Waterside Lane
Holmbridge
Holmfirth
HD9 2PF
Tel 222476

Upperthong J & I School

Burnlee Road
Holmfirth
HD9 2LE
Tel 222488

Holme J & I School

Meal Hill Road
Holme
Holmfirth
HD9 2QQ
Tel 222477

Wooldale Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ
Tel 222490

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG
Tel 222481

The Learning Support Department

The successful applicant will be part of a committed and enthusiastic team and will be expected to support the learning and welfare of pupils with Special Educational Needs. This will involve practical support for learning, educational activities, developing social skills and for securing pupils' physical and emotional well-being. At the last Ofsted inspection we were judged to be a good school with outstanding features where "pupils' well-being lies at the heart of the school's work," and where "pupils who have special educational needs and/or disabilities are making improving rates of progress in line with other pupils."

Staffing and organisation

The department is currently made up of a large team of Educational Teaching Assistants and two teachers. In addition to providing in-class support, Teaching Assistants also deliver literacy and numeracy programmes during morning registration and run the daily lunchtime Zig Zag Club. There is also a Senior Educational Teaching Assistant who has responsibilities including maintaining the SEN data bases, personnel and staff deployment.

We offer a range of strategies to support pupils, some of these are listed below:

- In-class support
- Individual or small group tuition
- Lunch and break time support
- Literacy and numeracy intervention programmes
- Personal care and hygiene

The successful candidate will be caring, motivated and adaptable with a commitment to working towards the needs of all pupils.

BASIC RESPONSIBILITIES AND DUTIES

(As detailed in conditions of service and reflecting the Workforce Reform Act)

PURPOSE OF JOB

- To make an effective contribution to the management and learning of individual, small group and class groups of students, in relation to students with additional needs.
- To complement the professional work of the SENCO by taking responsibility for the planning and delivery of learning activities.
- To support the SENCO in monitoring and evaluating students'/student progress and achievements using a range of assessments.
- To take responsibility for assessing the needs of students, including exam access arrangements.
- To support the SENCO in the effective administration of the department and management of the team.

KEY AREAS

1. Teaching and Learning Provision
2. Students/Student Support and Supervision
3. Leadership, Development and Supervision of Staff
4. SEN Review Cycle
5. Department Activities
6. General

DUTIES AND RESPONSIBILITIES

1. Teaching and Learning Provision

- 1.1 To provide support and advice to staff as required and to record and monitor students' learning.
 - 1.2 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the students designated.
 - 1.3 Working in collaboration with staff in school to supervise activities and the general management and control of students in the school.
 - 1.4 Promote students' learning in a range of classroom settings, including working with individuals, small groups and whole classes.
 - 1.5 To be responsible for planning learning activities, providing feedback to students, families and colleagues on learning and behaviour as required.
 - 1.6 To be responsible for ensuring relevant equipment and materials are suitable for the designated learning activities.
 - 1.7 To contribute effectively to the research selection and preparation of teaching resources that meet the diversity of students' needs and interests.
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- 1.8 To use ICT effectively to support learning activities and develop students' competence in its use.
- 1.9 To support the planning of opportunities for students to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips.
- 1.10 To participate in relevant training and development/performance management to improve own practice, through observation, reflection, evaluation and discussion with colleagues, as required.

2. Pupils/Student Support and Supervision

- 2.1 Undertake the delivery of a specific curriculum/aspect to one-one, small group, class of students using a range of strategies to establish a purposeful learning environment and to promote good behaviour in line with school policies.
- 2.2 To promote the support and inclusion of all students in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all students to achieve.
- 2.3 To monitor and evaluate students' responses to the learning tasks, modify approaches accordingly and provide feedback.
- 2.4 To monitor and evaluate students' participation in departmental interventions, providing guidance to staff as required.
- 2.5 To maintain and analyse students' records of progress in departmental interventions.
- 2.6 To organise and manage safely the learning activities, the physical teacher space and resources within the designated areas of responsibility.

3. Leadership, Development and Supervision of Staff

- 3.1 In conjunction with the SENCO and/or Executive Headteacher to assist, as required, in the co-ordination of a team of Educational Teaching Assistants, ensuring they receive the training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
 - 3.2 To be involved in the 'induction' of Educational Teaching Assistants, with particular reference to school policy and ethos, behaviour management strategies and learning strategies used by particular teachers.
 - 3.3 To provide guidance and appropriate leadership to staff relating to specified learning programmes and performance management, referring complex issues and matters of discipline etc to the SENCO/Executive Headteacher as required.
 - 3.4 To attend meetings with the SENCO/on behalf of the school as required, including multi-agency meetings, parents' evenings and other school-related events.
 - 3.5 To support the SENCO in the effective administration of the department, including having a key role within the SEN review cycle.
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- 3.6 To take responsibility for assessing the additional needs of students.
- 3.7 To have responsibility for exam access arrangements, including assessments, administration and effective communication with relevant professionals.

4. Department Activities

- 4.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 4.2 To contribute to the presentation of pupils'/students' work and maintenance of display areas.
- 4.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 4.4 To attend and contribute to duty related meetings as required. To participate and contribute to team meetings as designed by Executive Headteacher.

5. General

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's 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 is not just about the very old and the very young, it is about everyone who may be vulnerable.
- 5.2 Carry out your duties with due regard to current and future School's/LA's 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 School communications

Responsible to: Headteacher/Head of Department

Responsible for: Senior Educational Teaching Assistant, Educational Teaching Assistants

PERSONNEL SPECIFICATION
Post Title : HLTA / Assistant SENCO

HOLMFIRTH HIGH SCHOOL

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	RANK
QUALIFICATIONS AND TRAINING	HLTA or equivalent qualification	Application Form	A
	Level 7 Post Graduate Qualification in Assessment and Access Arrangements	Application Form	B
	Evidence of recent, relevant INSET	Application Form/Interview	A
KNOWLEDGE	Good knowledge of SEND and literacy	Application Form/Interview	A
	Good knowledge of strategies designed to raise attainment levels	Application Form/Interview	A
	Good knowledge of strategies designed to increase pupils' motivation to learn	Application Form/Interview	A
EXPERIENCE	Experience of working in the secondary sector	Application Form	A
	Ability to use ICT both as a classroom resource and a management tool	Application Form/Interview	A
	Experience of leading teams	Application Form	B
	Ability to establish good classroom discipline	Application Form/Interview	A
	Ability to demonstrate initiative and strong organisation skills	Application Form/Interview	A
	Proven experience of impacting positively on pupil progress through support and individual/small group teaching	Application Form/Interview	A
	Experience of working with a range of professionals and families	Application Form/Interview	A
	Ability to advise and train staff	Application Form/Interview	B
PERSONAL QUALITIES/SKILLS	Ability to communicate effectively with staff and students	Application Form/Interview	A
	Good inter-personal skills	Interview	A
	Sound administrator	Application Form/Interview	A
	Ability to motivate, counsel and develop both students and staff	Application Form/Interview	A
	Enthusiasm and enjoyment of teaching	Interview	A
	Good health	Application Form	B
	Appropriate appearance and presence	Interview	C
	Sense of humour	Interview	C

Ranking System

Rank A—must have to do the job. These criteria are measured from the application form. In order to be considered for interview you must demonstrate your ability to fulfil all these criteria.

Rank B—Need to have to do the job. These criteria include attributes which are needed to do the job, but could be learnt on the job.

Rank C—Additional bonus to do the job. If we get a large number of applications for the post, the Recruitment and Selection Panel will use the "B" and "C" criteria to draw up a shortlist.

Next steps.....

Thank you for taking the time to read this pack. If you wish to apply for the post of Higher Level Teaching Assistant at Holmfirth High School then please complete the standard Kirklees application form which is found on our website and submit it to:

The Executive Headteacher
Holmfirth High School
Heys Road
Thongsbridge
HOLMFIRTH
HD9 7SE

Or via email to vacancies@holmfirthhigh.co.uk or office.holmfirth@holmfirthhigh.co.uk

The closing date for applications is: 12 noon on Wednesday 25 October 2017

Interviews will take place: early November

If we have not contacted you by early November you will know that on this occasion your application has not been successful. Please accept this as acknowledgement of the time and interest you have shown.

Thank you.

