



Birchwood Community High School

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Brock Road, Birchwood,
Warrington, Cheshire, WA3 7PT

Tel: 01925 853500

Email: contactus@birchwoodhigh.org

www.birchwoodhigh.org



HLTA / TA Coordinator

Start Date:	September 2025
Contract Type:	37 hours per week, Term Time only, plus 5 INSET days
Contract Term:	Permanent
Salary:	NJC Grade 6 £29,093 - £32,654 FTE. (Actual pay is £25,026-£28,089)

Birchwood Community High School is a thriving school at the heart of community life and continues to grow and flourish. We have an exciting opportunity for a HTLA/TA Coordinator to join our team. The successful candidate will work alongside a wider team of SEND. The successful candidate will need to be highly organised, hardworking, flexible and enjoy working in a busy school environment.

Key Responsibilities: -

- To lead and supervise the work of a small team of teaching assistants, timetabling them within classes or interventions and being flexible with timetable planning in line with the needs of the school.
- To lead and supervise the Inclusion room within the SEND area (Ancora), ensuring students who work in Inclusion are supported and catered for.
- To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources as required. Also to deliver learning to individuals, small groups and whole classes as and when required within agreed systems of supervision.
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- To lead a homework club for SEND students as required.

In return, we will offer you:-

- exceptionally supportive parents and governors
- a commitment to your professional development
- an opportunity to be part of a thriving school community
- a beautiful working environment, both inside and out
- to be part of a hardworking, dedicated team

Please see the linked documents or our website for further details. If, prior to submitting an application, you would like to see for yourself why we believe this is such a fabulous school in which to work, then do not hesitate to contact us to arrange a visit.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this legal requirement. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check (formally CRB).

For further details and an application form please visit: www.birchwoodhigh.org.

Closing date for application: Tuesday 8th July 2025 at 9am. Interview date to be confirmed. Application forms should be returned to joinus@birchwoodhigh.org