

# HLTA / TA Co-ordinator

## Information for Applicants



**Birchwood**  
Community High School



# Letter from the headteacher



June 2025

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the HLTA / TA Co-ordinator vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on [joinus@birchwoodhigh.org](mailto:joinus@birchwoodhigh.org)

**Vacancy details:****Salary Scale**

NJC Grade 6 £29,093 - £32,654 FTE. (Actual pay is £25,026-£28,089)

**Contract**

Permanent, 37 hours per week, Term time only, plus 5 INSET days.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Tuesday 8<sup>th</sup> July 2025 will not be considered.

**Interview Dates**

TBC

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand ([twiegand@birchwoodhigh.org](mailto:twiegand@birchwoodhigh.org)) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills  
Headteacher



**‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’**





## Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

## Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

## Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

## Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.





# School Profile

- The school joined One Community Trust on 1<sup>st</sup> September 2023.
- The school is of an average size with 894 currently on roll.
- The most recent OFSTED inspection (December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 40%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.



## **JOB DESCRIPTION**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.....

<b>Job title</b>	<b>HLTA / TA Coordinator</b>
<b>Reporting to</b>	<b>SENDCo</b>
<b>Job purpose</b>	<p>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.</p> <p>To lead and supervise the Inclusion room within the SEND area (Ancora), ensuring students who work in Inclusion are supported and catered for.</p> <p>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.</p> <p>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.</p> <p>To lead a homework club for SEND students as required.</p>
<b>Key Tasks and Accountabilities</b>	<ul style="list-style-type: none"> <li>• Coordinate and plan TA's and use their time effectively</li> <li>• Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision;</li> <li>• Be aware of and work within school policies and procedures;</li> <li>• Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning;</li> <li>• Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate;</li> <li>• Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils' learning;</li> <li>• Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;</li> <li>• Provide support to pupils in more specialist areas of learning;</li> <li>• Teaching Assistants at this level are expected to undertake at least one of the following and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required: a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND) b. Provide specialist support to pupils where English is not their first language c. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).</li> <li>• Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists;</li> <li>• Develop and implement Support plans for pupils including Education Health Care Plans and Student passports. Including attendance at, and contribution to, reviews if necessary e.g. TAF;</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;</li> <li>• Take responsibility for pupils on visits, trips and out of school activities as required;</li> <li>• Contribute to the development of school policies and procedures;</li> <li>• Provide short- term cover of classes (SEND specific) – both in planned and in unexpected non-timetabled situations;</li> <li>• Manage the work and development of other classroom support staff where appropriate;</li> <li>• Be responsible for the preparation, maintenance and control of stocks of materials and resources in line with school policy ;</li> <li>• Liaise with external agencies as required;</li> <li>• Provide support as requested for pupils who are not working to the normal timetable;</li> <li>• Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring , assessing and managing classes</li> <li>• Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;</li> <li>• May be asked to Administer medication subject to agreement and in line with school policy;</li> <li>• Complete specialist profiles for students (e.g., sensory profiles)</li> <li>• Support SEND students at key transition points</li> <li>• Invigilate examinations and tests if required;</li> <li>• Prepare and present displays</li> <li>• Support the use of ICT in the curriculum</li> <li>• Any other tasks as reasonably directed by the Headteacher, SLT or SENDCo.</li> </ul>
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#### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

#### **REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.



**PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>GRADE</b>
<b>HLTA / TA Co-ordinator</b>	<b>6</b>

**NOTE TO APPLICANTS:** *Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.*

<b>CRITERIA</b>	<b>NECESSARY REQUIREMENTS</b>	<b>APPLICATION/ INTERVIEW</b>
<b>EDUCATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Meet HLTA standards or equivalent qualification or experience.</li> <li>• Hold relevant qualifications at a level equivalent to at least NQF Level 3.</li> <li>• Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C/9-4).</li> <li>• Attend induction training; training as appropriate and training relevant to the post, including behaviour management and Child Protection training.</li> <li>• Training in relevant learning strategies e.g. literacy.</li> <li>• A minimum of two years' experience of working with children in a paid capacity, preferably in an education setting.</li> <li>• Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</li> </ul>	E E E E  D E D
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; understanding of the National Curriculum.</li> <li>• Understanding of behaviour management strategies.</li> <li>• Understanding of First Aid procedures.</li> </ul>	E E D
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills.</li> <li>• Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</li> <li>• Good organisational and time management skills.</li> <li>• Sound IT skills to support learning and maintain electronic information systems.</li> <li>• Input data into spreadsheets and computer programs (SIMS &amp; pupil tracking systems) and be able to analyse these results to track progress.</li> </ul>	E E  E E E
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Disclosure</li> <li>• Ability and will to carry out home visits as required</li> <li>• Attend training courses</li> <li>• The ability to cope with a wide range of tasks in a busy and changing environment.</li> <li>• Excellent time keeping and attendance record with an enthusiastic and positive attitude.</li> </ul>	E E E E E

