



Higher Level Teaching Assistant Application Pack

Full time post – Permanent - 37 hours per week

Band E Scale Point 18-25

Salary £32,578 - £37,562 pro rata +SEN allowance

37 hrs (Actual salary £ 29,195-34,673 per annum)

Term time only + 5 INSET Days

The Orchard School

The Orchard School is a Maintained Special School for children with severe, profound, and complex learning difficulties and medical needs. There are currently 173 pupils on roll. Our children range from 4 – 11 years.

We have a purpose-built premises with excellent facilities which include a music and drama studio, white and dark room studios, soft playroom, sensory room, swimming and hydrotherapy pools and defined outdoor play areas for differing ages and abilities.

Along with teaching and classroom support staff, the school is supported by a multi-agency team of nursing, physiotherapy, occupational therapy and speech therapy colleagues, and a teacher of the visually impaired. These staff are based in the school part of the week and have dedicated on-site facilities. There are nursing staff on-site most of the week. Medical out-patient clinics run by consultant paediatricians take place regularly and there are also specialist ophthalmology and occupational therapy clinics in school. Multi-agency teamwork is an essential and highly valued aspect of the school.

We endeavour to provide the very best learning opportunities for all. Our bespoke curriculum is underpinned by the National Curriculum, and every child has a personalised learning journey to enable them to achieve their best potential.

Additional information about the school is available on the school website:

www.orchard.sandwell.sch.uk



Higher Level Teaching Assistant

Hours: Full time - 37 hours, Term time + 5 INSET Days

Rate of pay: Band E Scale point 18-25
£29,194-£34,673 (pro rata, actual) + SEN allowance

Contract type: Permanent

Are you passionate about making a difference in the lives of children with complex and profound learning difficulties? Do you have experience working with these exceptional individuals? If so, we have the perfect role for you!

The Orchard School is currently seeking a dedicated and compassionate Higher Level Teaching Assistant to join our team. As a HLTA, you will play a vital role in supporting our students with their educational and personal development. This is an exciting time to join The Orchard school as we look to expand our provision to support additional pupils with profound and complex needs

We are looking for:

- **Experience:** We require candidates with previous experience working with children with complex and profound learning difficulties. Your experience in this area will help us provide the best possible support to our students.
- **Adaptability:** Our ideal candidate is someone who can adapt to different situations and be flexible in their approach. We value individuals who can think on their feet and find creative solutions to challenges.
- **Reliability:** We need someone we can count on. Our students rely on us to be there for them, so we are looking for individuals who are reliable and committed to their role.
- **Team Player:** Collaboration is key at The Orchard School. We believe in the power of teamwork and the positive impact it can have on our students. We are looking for candidates who can work well within a team and contribute to our supportive and inclusive environment.

We are currently seeking candidates who are available to work 37 hours per week, Monday to Friday during term time. However, we understand that some candidates may only be available for part-time hours. If you are interested in part-time work, please indicate this on your application.

The applicant will need to possess:

- High standards of written and spoken English.
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for the role.
- Appropriate qualifications, as detailed on job specification.

If you are passionate about supporting children with complex and profound learning difficulties and are ready to make a positive impact, we would love to hear from you. Join our dedicated team at The Orchard School and help us create a nurturing and inclusive learning environment.

JOB DESCRIPTION

Job Title	Higher Level Teaching Assistant
Band/Job Group	Band E – ECS54 plus SEN allowance
Hours	37 hours per week, Term Time plus 5 inset days
Special Conditions	
School	The Orchard School
Responsible to	Head Teacher

Job Summary

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Additional duties and responsibilities

Support for Pupils

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.

Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Develop and Implement IEPs.

Promote the inclusion and acceptance of all pupils within the classroom.

Support pupils consistently whilst recognising and responding to their individual needs.

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

Promote independence and employ strategies to recognise and reward achievement of self-reliance.

Provide feedback to pupils in relation to progress and achievement.

Support for Teachers

Organise and manage appropriate learning environment and resources.

Within an agreed system of supervision, plan to challenge teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre determined learning objectives.

Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment....

Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.

Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Administer and assess/mark tests and invigilate exams/tests.

Production of lessons plans, work sheet, plans etc.

Support for the Curriculum

Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.

Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.

Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

Comply with and assist with the development of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Deliver out of school learning activities within guidelines established by the school.

Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Line Management Responsibilities

Manage other teaching assistants.

Liaise between managers/teaching staff and teaching assistants.

Hold regular team meetings with managed staff.

Represent teaching assistants at teaching staff/management/other appropriate meetings.

Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

Use of ICT as required.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work

All staff within school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

Other Duties

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

- The post holder must at all times carry out his/her responsibilities with due regard to the Schools policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.



Personnel Specification

HR66s

Oct 2021

Job Title	Higher Level Teaching Assistant			Directorate	The Orchard School
JE Reference No:		Grade	Band E	Service	Schools
Completed By	Nina Jackson			Date of Issue	April 2023

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	HLTA qualification or proven experience		Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Experience of working with Reception, Key stage 1 and/or key stage 2 Experience working within a Complex and Profound SEND environment. Experience of working with a multi Ethnic Community Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues, specifically safeguarding.	☐	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Willing to undertake any training necessary to perform the role.	☐	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.

4. Special Knowledge			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	Able to demonstrate an awareness and understanding of needs of Complex and Profound SEND pupils. Understanding of Health and Safety An understanding of child development including specific groups, eg Pupil premium, EAL, EHCP's	☐	Qualifications held and demonstration of knowledge at interview.

5. Circumstances (personal)			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	Flexibility Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post Ability and willingness to undertake occasional work outside of school hours as required work	☐	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.

6. Disposition			
How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Good communication skills at all levels Patient, caring and sympathetic to the needs of Complex and Profound SEND pupils Able to work on own initiative and as part of a team Able to work with parents/carers and children in supportive, non-judgemental manner Able to effectively lead a team of support staff and has proven experience of managing people and improving their practice To be reliable, organised, able to work effectively and innovatively. Flexible approach to working Ability to maintain accurate records To maintain confidentiality at all time	☐	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Must support the school in maintaining policies such as behaviour/code of conduct Must be able to undertake duties related to the welfare and personal hygiene of pupils (including toileting and feeding if required). Must show evidence of good communication skills both orally and in writing Ability to use IT technology Ability to maintain accurate records	☐	Performance in related selection process.
8. Legal Requirements			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS Check for Regulated Activity	☐	Application form and interview questioning and references.

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	☐	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	☐	
	c) Enhanced DBS with Children's Barring List Check	☒	
	d) Enhanced DBS Check	☐	
	e) Standard DBS Check	☐	
	f) Basic Disclosure Check	☐	
	Police Vetting Check	☐	This check may also be required in addition to one from (a-f) above
	No Check Required	☐	

10. Politically Restricted Post

Is this post a "politically restricted post"?	☐ Yes	☒ No
Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".		

11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	☒	Prolonged standing or sitting	☐
Working at heights	☐	Prolonged working with vibrating tools / machinery	☐
Working in confined spaces	☐	Bending / Squatting / Kneeling	☒
Working outdoors	☒	Manual cleaning /domestic duties	☐
Agricultural / gardening work	☐	Food Handling	☐
Work requiring respirators or masks	☐	Rotating shift work or night work	☐
Work requiring hearing protection	☐	Driving Duties HGV / LGV/ Minibus / Passenger carrying	☐
Work with skin irritants / allergens / respiratory irritants/fine particles	☐	Any other driving duties	☐
Significant use of computers	☐	Using restraint	☒
Working with children or vulnerable adults	☒	High mental stress content	☐
Permanent night work	☐	Physical / sport / leisure duties	☐
Lone working	☐	Regular walking on uneven ground	☐
Working with challenging behaviours	☒		

Other main physical activities not listed above	Personal care of children
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12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
 - Hand/arm vibration (e.g. gardeners using blowers and/or strimmer's, road workers, arborists, cleaners using buffers and countryside workers)
 - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and wellbeing of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

☐ Yes

☒ No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

☒ Yes

☐ No

APPLICATION PROCESS

If you have the experience and passion to join our team, application forms are available on the school website and should be returned to **SIPS Education Ltd, 2nd Floor Guardian House, Cronehills Linkway, West Bromwich, West Midlands B70 8GS** or emailed to hr@sips.co.uk. Please note we will only accept applications using the school application form which is found on the school website.

If you require more information about how to apply for the post, please call 0121 296 3000. Please ensure application forms are signed if sending via email. If you provided an email address, correspondence will be sent via e-mail.

If you are successful in being short-listed for interview, you will be contacted via email within 28 working days of the closing date. **Please ensure you check your junk/spam boxes as well as your inbox in case any correspondence has been delivered there.**

Closing date: Monday 12th October 2026 9.00 am

Shortlisting: Tuesday 13th October 2026

Interviews: Wednesday 21st October 2026

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) check is required for this post. An **online search** will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process, and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

Previous applicants need not apply

This post is not suitable for ECT