



# UTC Warrington Higher Level Teaching Assistant Information Pack





## Vacancy: Higher Level Teaching Assistant

**Job start:** September 2022

**Closing date:** Midday Tuesday 5<sup>th</sup> July

**Interviews:** Thursday 7<sup>th</sup> July

**Salary:** NJC Pay scale 6 point 20 (FTE £26,446.00) Actual Salary TTO: £21,950.18

**Location:** Warrington

**Contract type:** Term-time only (37 hours p/w)

**Contract term:** Initial 12-month contract with a view to becoming permanent

### Introduction

A rare opportunity has arisen for the appointment of a Higher Level Teaching Assistant at UTC Warrington. We are an enriching and exciting place to work with superb students, committed, highly skilled staff, and a focus on delivering the highest quality teaching. Our staff are our most valuable asset. We operate a culture of continued professional development and are looking for an enthusiastic and committed individual to join our team. We welcome pre-arranged visits to the UTC from candidates.

### The role

Working with our KS4/KS5 students, the successful candidate will have experience working with students with a range of special educational needs. They will be accustomed to enabling students to access the curriculum by mitigating their barriers. The successful candidate will work closely alongside subject teachers and the SENDCo. This is a unique and exciting opportunity for an aspirational individual to join our team at UTC Warrington.

### About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the North West and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high quality role within science, engineering and digital occupations. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in Leadership, Organisation, Resilience, Initiative, and Communication in all aspects of their UTC career. Combined with opportunities to take part in high quality enrichment (cadets, NCS, student leadership, sport), our young people are ready for the world of work.

Our UTC has fantastic facilities and state-of-the-art equipment. Students have contact with industry professionals and teachers with strong industry experience. Progressing onto world class degree and apprenticeship opportunities.



We are currently heavily over-subscribed for September 2022 admissions into year 10. As a school we offer opportunities for a comprehensive programme of individualised evidence based CPD as well as encouraging colleagues to further their personal professional development through courses such as the National Professional Qualifications and Masters level degrees. All teaching staff have their own coach through the Powerful Action Steps programme.

### **How to Apply**

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – [ldevine@utcw.co.uk](mailto:ldevine@utcw.co.uk) .

### **Closing date**

Please complete an application form and submit a covering letter to [info@utcw.co.uk](mailto:info@utcw.co.uk) .

CVs will not be accepted. **The closing date for applications is Tuesday 4<sup>th</sup> July 2022 (Midday)**. Interviews will take place on Thursday 7<sup>th</sup> July 2022.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Facebook: [www.facebook.com/UTCWarrington](https://www.facebook.com/UTCWarrington)

Twitter: [www.twitter.com/UTCWarrington](https://www.twitter.com/UTCWarrington)

Instagram: [www.instagram.com/utc\\_warrington](https://www.instagram.com/utc_warrington)



## Job Description

<b>Job Title:</b>	Higher Level Teaching Assistant
<b>Accountable to:</b>	SENDCo
<b>Job Purpose:</b>	To provide support for students with SEND or learning difficulties and differences, ensuring progress and challenge for all students.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To maintain a professional relationship at all times with students.</li> <li>• To offer both whole class and 1:1 targeted support during students' timetabled lessons.</li> <li>• To scribe and read for students as needed in class.</li> <li>• To provide targeted intervention for identified cohorts of students as directed.</li> <li>• To deliver sessions to students through 1-1 coaching conversations and group discussion, set clear learning objectives and firm expectations around the sessions in order for the students to develop transferable learning skills.</li> <li>• To work closely with the SENDCo to ensure that the needs of students with special educational needs are met.</li> <li>• To participate, with other staff, in the comprehensive assessment of students to identify and address barriers to learning.</li> <li>• To establish good, positive relationships with individual students to help them reflect on their learning.</li> <li>• To support and deliver aspects of the enrichment programme to ensure students achieve a good balance of experiences, and support homework.</li> <li>• To support students with work experience and work placements, supporting the development of work skills and practices, monitoring and reporting on their progress during work experience placements.</li> <li>• To foster and encourage links between the home and the school to support students' development within the school and wider community.</li> <li>• To help invigilate during examinations in accordance with strict procedures.</li> <li>• To support students with exam concessions by acting as a reader and/or scribe.</li> <li>• To contribute to the maintenance of records and information systems both electronic and manual with due regard for UK GDPR and confidentiality.</li> <li>• The ability to respect and empathise with young people and an understanding of the many complexities young people may face.</li> <li>• To support with lunch and / or break duties as directed.</li> <li>• To engage in a personalised Continuous Professional Development programme to develop your own skills.</li> </ul>



<b>Other duties and responsibilities:</b>	To carry out any other duties that the Head of College may reasonably request.
<b>Responsibilities common to all staff:</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Foster UTCW's vision and objectives.</li> <li>• Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students.</li> <li>• Effectively discharge UTCW's responsibility for safeguarding students.</li> <li>• Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff.</li> <li>• Attending appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college.</li> <li>• Comply with the provisions of the UK General Data Protection Regulations (GDPR) and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public.</li> <li>• Be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures.</li> <li>• To engage actively in the performance review process</li> <li>• Carrying out any other duties associated with the work of the College as may be directed by the Head of College, commensurate with the grade of the post.</li> </ul>

## Person Specification

	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at grade 5 (or equivalent) or better</li> <li>Recognised and relevant NVQ Level 3 qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Background or a strong knowledge of STEM subjects</li> <li>NVQ level 4 qualification or equivalent</li> <li>HLTA status</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>The resilience to thrive in a busy and fast paced working environment.</li> <li>Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration.</li> <li>Excellent ICT skills including the ability to use specialist packages.</li> <li>Excellent literacy &amp; numeracy skills.</li> <li>Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures</li> <li>Ability to identify own learning needs and actively seek development opportunities.</li> <li>Understanding of responsibilities under GDPR and regarding confidentiality</li> <li>Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard</li> <li>Good communication skills</li> <li>Ability to supervise and assist pupils</li> <li>Time management skills</li> <li>Organisational skills</li> <li>Knowledge of classroom roles and responsibilities</li> <li>Knowledge of numeracy and literacy strategies</li> <li>Ability to assess children's development</li> <li>Ability to plan and deliver work programmes</li> <li>Ability to organise, lead and motivate a team</li> </ul>	
<b>Experience, knowledge and understanding:</b>	<ul style="list-style-type: none"> <li>Awareness of and committed to the importance of safeguarding</li> <li>Working within an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Administrative work</li> </ul>



	<ul style="list-style-type: none"> <li>• Experience of supporting pupils with challenging behaviour</li> </ul>	
<b>Characteristics:</b>	<ul style="list-style-type: none"> <li>• Positive and pro-active approach</li> <li>• Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda.</li> <li>• Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge.</li> <li>• Highly personally credible and able to represent UTCW with external agencies, particularly employers.</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced DBS</li> </ul>

**UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure and satisfactory references will be required for all posts.**

**June 2022**