

HIGHER LEVEL TEACHING ASSISTANT - RESERVE
36 hours per week, 39 weeks (term time plus 5 inset days)
Actual salary: qualified HLTA: £25,310 - £28,015 (FTE £29,509 - £32,663)
unqualified: £21,917 - £24,295 (FTE £25,554 - £28,326)



Are you an experienced TA or HLTA hoping for a new rewarding role?

St Joseph's Specialist Trust is a special school, college, children's home and an adult supported living house in Cranleigh, Surrey, midway between Guildford and Horsham. We have an opportunity for a **class based Higher Level Teaching Assistant Reserve** to commence as soon as possible. This is a **fixed-term contract position for one year**, ideally starting in September. You will be working in class to deliver learning and contributing to the planning and preparation of lessons working alongside the class teacher. HLTAs will also monitor students and mentor Teaching Assistant's.

You will be supporting students, age 5-19, with complex learning disabilities and severe social communication and behavioural issues. With your compassion and guidance, you will help them learn and achieve relative to their complex needs. You will also support the professional work of teachers by taking responsibility for delegated learning activities under an agreed system of supervision. This may involve contributing to the planning and preparing of lessons, within a framework set by the assigned teacher, delivering learning activities for individuals/groups or whole classes without the presence of the teacher and, also, providing emergency cover for short-term unplanned teacher absence.

Supporting our students can sometimes be challenging. They may get frustrated, anxious and emotional. We will equip you with the confidence to support our young people, offer them boundaries and choices and provide safe and effective physical intervention if needed. Some of our students may need personal care. Mental and physical resilience are qualities necessary for all our staff. Opportunities are available to progress your career.

Hours of work each week during term time and inset days are Monday 08.30am-16.00pm, Tuesday - Thursday 08.30am – 16.15pm and Friday 08.30am – 15.45pm plus 30 minutes per week that can be worked flexibly to suit operational needs (with a 30-minute unpaid break each day). This role is for 38 weeks term time plus 5 CPD days.

We welcome applications from unqualified HLTAs who are prepared to undertake training or qualified HLTAs. Own transport desirable due to the semi-rural location of the Trust (there is no train station in Cranleigh).

Why St Joseph's?

- **Free lunch** provided by our in-house catering team during term time
- **Ample free onsite car parking**
- **£1,000 Retention bonus** - £250 after 1 month, £250 after 1 year, £500 after 18 months at Trust, for new employees of the Trust
- **Life Insurance and Medical Cashplan**
- **Induction** programme
- **Regular training, supervision and 1:1 mentoring**
- Employee assistance service (**confidential, professional wellbeing and counselling 24/7 service**)
- Excellent network of support across the organisation including a team of **Adult Mental Health First Aid and Occupational Health**
- Discount on fitness classes with Surrey Fitness Camps and Go Fest Active Studio.
- **Opportunity** to progress in your role and gain promotion
- Based on a **beautiful 23 acre site** on the edge of the Surrey Hills.

How to apply

Following safer recruitment guidelines for our setting, shortlisting for interview is made solely based on submission of a fully completed Trust **application form**. For an application pack (including form, job profile and person specification), please visit us at www.st-josephscranleigh.surrey.sch.uk/recruitment or email us at recruitment@st-josephscranleigh.surrey.sch.uk. **Please note that we do not sponsor applicants to relocate from abroad or convert a study visa into a work visa at this time.**

Deadline for applications is July 16th, 2024 with selection and interview shortly thereafter including teaching a prepared lesson on a topic supplied to our students.

If you are recruited, you will be required to complete Team Teach positive behaviour support training as part of your induction before employment.

St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. This position requires an enhanced DBS disclosure and take up of references.