



# Ark Acton Academy



**Higher Level Teaching Assistant  
(SEND)**

**Recruitment Pack**

## Higher Level Teaching Assistant (SEND)

Dear Applicant,

*We're looking for a passionate HLTA to join us and build a great Specialist Resource Provision from the ground up.*

Our school exists to challenge unfairness. Our mission is to ensure that all Ark Acton pupils leave us knowledgeable, confident and articulate young people, able to make a meaningful contribution to society, pursue careers they are passionate about, lead happy and fulfilling lives, and leave the world better than they found it. From small acorns grow mighty oaks!

### **Benefits of working at Ark Acton Academy**

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Access to high-quality, regular professional development
- [Click here](#) to find out more about the benefits we offer.



We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.

We look forward to seeing you at interview

Sarah Donachy  
Principal



## HLTA (SEND) Job description

**Job Title:** Higher Level Teaching Assistant (SEND)

**Reports to:**

**Responsible for:**

**Start date:** 31/08/2025

**Salary:** Ark Support Scale, Grade 6 points 8-19: £30,288-£35,742 FTE. (pro rata £28,947 - £34,160)

**Contract:** Full time 40hours, Term Time Only, Permanent

### Main purpose of the job:

As a HLTA, you will undertake the duties of a teaching assistant as well as providing specialist support to groups or individual pupils in their learning. You will be supporting teachers in establishing a supportive and nurturing learning environment in which children make good academic progress, and you will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

### Objectives:

#### Support for pupils and teachers

- Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement and evaluate Individual Education Plans
- Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services (speech/language/physical therapy etc.)
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions to tackle difficult topics
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Contributed to curriculum planning
- Assist with whole class teaching
- Give lessons planned by a teacher or supervise work set by a teacher

- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Assist pupils' achievement outside of the classroom, e.g., computer lab, library.
- Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- Assess the needs of pupils and contribute to the development of education plans

### Support for the school

- Designated Lead for the school in a specialist areas, and share expertise and skills with others
- Contribute to identification and planning of out of school learning activities to consolidate and extend work carried out in class
- Supervise pupils in playgrounds/lunchrooms etc and assist with general pastoral care
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher

### School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff
- Carry out your role as a form tutor effectively, with love and tenacity.

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

***No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.***

For Further information on the school please visit the school site at <https://arkacton.org>

For a sneak peek into school life at Ark Acton Academy [click here](#)

To discuss this opportunity further or to arrange a visit to the school, please contact [hr@arkacton.org](mailto:hr@arkacton.org)



## Person Specification:

### Qualifications

- Qualified to degree level
- Maths and English GCSE at grade C or above (or equiv)
- Minimum of 2 years' experience as a SEND teaching assistant or equivalent within the last 5 years
- Completion of HLTA training or equivalent

### Knowledge, Skills and Experience

- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience of the role of a TA including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene
- Able to speak another language, play a musical instrument or coach a sport (desirable)

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*



## Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.



*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*