

November 2024

Dear Applicant

**Post of Higher Level Teaching Assistant (HLTA) - Required as soon as possible**

**Permanent - 32.5 hours per week, term-time plus five days**

**Salary: NJC Points 17-22 pro-rata. Actual Salary £22,099-£24,092**

Thank you for your interest in the above post. We are seeking to recruit a knowledgeable and multi-skilled individual to join our dedicated SEND Faculty, working under the direction of the SENDCO to support the day-to-day working of the school. If you are an effective team player with a positive and proactive approach to work then we would like to hear from you.

I hope the information provided and, more generally, on our website will be helpful in the construction of your application. The application form should be completed in full. In the section 'How do you meet the selection criteria?' please link your skills, knowledge, experience and personal qualities to the requirements of the post, as described in the job description and person specification. We want you to tell us why you are the right person for the job.

Working within our SEND Faculty, the successful candidate will provide support for SEND pupils across the school in line with the SEND code of practice and school expectations. To be successful in this application, you must be able to demonstrate high levels of motivation and have the ability to engage, lead and inspire pupils of all ages and abilities and actively complement the work of our teaching staff by taking responsibility for pupils' learning activities under an agreed system of supervision. Experience in supporting pupils across a range of curriculum subjects and delivering literacy interventions to KS3 and KS4 pupils would be a distinct advantage, as would expertise in EAL.

We offer excellent support and CPD, including a powerful, whole school focus on the development of learning and teaching. This is an excellent opportunity for the right person. If you wish to discuss this role, or any other aspect of our SEND provision, please contact the SENDCO – Mrs Stewart – [cstewart@fairfieldhighschool.co.uk](mailto:cstewart@fairfieldhighschool.co.uk)

The school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment. This post will involve sensitive child protection issues. Candidates invited for interview must be able to demonstrate a deep understanding of these matters. The successful candidate will be subject to an enhanced DBS check.

Shortlisted candidates will be notified as soon as possible after the closing date, which is **9.00am on Friday 8<sup>th</sup> November 2024**. Interviews are likely to take place during w/c Monday 11<sup>th</sup> November 2024 at a date to be confirmed. In line with safer recruitment guidance, references will be taken up at the shortlisting stage. If you do not hear from us within 14 days of the closing date, please assume that we will not be calling you for interview on this occasion.

Fairfield is a great place to work; teachers are able to teach and pupils make outstanding progress as we have high standards and expectations. However, we acknowledge that there is always room for improvement. If you wish to work in such an environment, please give us your serious consideration.

Good luck with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'F. Lealman', written in a cursive style.

**Miss F Lealman**  
**Headteacher**