



New River College



High Level Teaching Assistant

New River College Secondary

Closing date: 23:59 Monday 24th February 2025 ; job reference
NRC/2502

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Why work at New River College?

As a trauma-informed school, our staff are our most important resource. We are committed to ensuring their wellbeing is a priority, as a healthy staff team is an effective one and this, in turn, has such a powerful effect on our pupils' wellbeing.

At New River College, we're always on the lookout for enthusiastic and dedicated staff who are interested in supporting our students to be the best they can be and in developing their own careers and teaching skills. We offer weekly training on all our sites, as well as actively encouraging the continuing professional development (CPD) of all staff to enhance their skills through attending training and visiting other schools and alternative provisions.

We offer our staff the following commitments and benefits:

Wellbeing day – All staff are entitled to one calendar day for their wellbeing during term time (with Inset days, first and last day of term, and for Secondary/Medical staff GCSE English and Maths days as exceptions to the days that staff can take off).

Competitive pay – All teachers and support staff in Islington receive Inner London Weighting in recognition of high living costs. In addition, all NRC teachers and support staff receive a SEND allowance in recognition of the skills needed to support our students.

Staff supervision – All staff have a fortnightly one-to-one supervision meeting with their line manager. These meetings include wellbeing check-ins, and an opportunity to discuss work concerns with managers and get their support with day-to-day issues. The outcomes of these meetings are noted on the one-to-one template, signed, and copies are kept by staff and their line manager.

Open-door policy – Our line managers have an open-door policy for staff to discuss any wellbeing concerns that can't wait until the one-to-one supervision meeting. If unavailable at the time, line managers will try to be available at the end of the day, or staff can meet with another line manager who can provide support and feedback to their line manager.

Reflective practice – Staff can also request one-to-one support from NRC's CAMHS clinicians to discuss any concerns.

Employee Assistance Programme (EAP) – EAPs offer employees free, confidential and independent support to help them balance their work, family and personal lives. Our EAP is unrivalled in its cost-effectiveness, breadth of services and use of technology to offer the most comprehensive range of support for our staff.

Tax-free childcare scheme – To qualify for this government scheme, parents have to be in work for at least 16 hours a week and earning not more than £100,000 per year. For more information, visit www.gov.uk/get-tax-free-childcare.

Subsidised fitness club membership – In January, June and October, NRC staff can apply for special membership of the seven council-owned leisure centres in Islington managed by GLL (also called Better). The offer is for GLL's Better Health and Fitness membership which includes access to gyms, swimming pools and group exercise classes.

Tax-free bicycle loan scheme – A partnership between NRC and Cycle scheme, this scheme offers a loan for staff (paid for via the school's HR team) with up to

42% off a bike of their choice. To qualify, staff must have completed six months' service, be on a permanent contract (or if on fixed-term contract, have one year remaining) and be earning not less than the minimum wage.

Interest-free season ticket loans – These allow staff to buy an annual travelcard; the loan is recovered over 10 monthly payments.

Welfare loan – Staff experiencing financial hardship can request a loan of up to £500, which must be repaid over a maximum of six months. Admin and interest charges apply.

Eye tests and glasses – If staff use a computer for two or more hours each day, they are entitled to a free eye test every three years and, depending on their prescription, free basic lenses and frames. Costs associated with the test will be covered by the school.

Long service award – Employees in post after October 2001 will receive a £250 long service award after 20 years' service with Islington or 25 years' service in local government.

About us

New River College Secondary is a school for 11- to 16-year-olds with social, emotional and mental health challenges. Pupils are taught in small form groups of generally no more than six pupils, with a high ratio of support from specialist teachers, learning assistants and pastoral mentors. Our pupils access a broad and balanced personalised curriculum that includes a strong emphasis on literacy skills, personal development, academic subjects and vocational courses. Pupils are fully assessed on entry during an induction week, and our flexible timetables are differentiated to meet individual learners' needs.

New River College aims to provide the pupils referred to us via Islington's Securing Education Board with the tools and resources they need to make a positive transition from us, reintegrating into mainstream schools, or moving on to a specialist education establishment that will meet their needs, or into post-16 education, employment or training.

We are a trauma-informed school and the engaging and nurturing environment we provide encourages all pupils to achieve individual success and develop positive attitudes to learning, behaviour and relationships.

“

A culture of high expectations for pupils to learn exists in all areas of the school's work. Pupils rapidly improve their self-confidence and acquire attitudes that are far more positive than when they first arrive. As a result, all groups of pupils make excellent progress from their starting points.”

(Ofsted July 2016)

New River College



Vision and Values

We achieve this by:

- Educating and supporting all pupils to learn
- Providing a safe, nurturing and supportive environment
- Making sure all pupils have the skills to return to mainstream education or to access their next steps in learning
- Working in partnership with others, especially Islington schools

“ *The leadership team has maintained the outstanding quality of education in the school since the last inspection.* ”

(Ofsted July 2016)



New River, New Start
In the now and beyond

Advert

This is a fantastic opportunity for a dedicated learning assistant who is looking for a new challenge and has a flexible approach, to join a committed team at New River College.

We are looking to appoint an enthusiastic and dedicated High Level Teaching Assistant to work with a committed team of professionals across New River College. This role will contribute to developing the best possible provision and support for our pupils. You must be flexible and educated to a HLTA standard to help lead on improving pupils' reading, writing and numeracy.

We are looking for a lead learning assistant who relishes a challenge, who have the ability to engage children with social, emotional and mental health needs (SEMH) and who want to contribute to the lives of children and young people with drive and passion.

Many of our pupils are below national age-related literacy and numeracy levels when they arrive. Ability to engage children with SEMH is more important than the phase or subject you are used to supporting.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical), for pupils with social, emotional and mental health challenges (SEMH). We teach children and young people aged five to sixteen years old who have been permanently excluded or participate in our preventative programmes to address their behaviour, and children and young people with complex SEMH or medical needs. New River College is split across a number of sites so a willingness to work across all NRC sites and off site is essential.

Application deadline: **23:59 Monday 24th February 2025**

Shortlisted candidates will be notified by: **Thursday 27th February 2025**

Interviews will be held: **Wednesday 5th March 2025**

For background information visit our website www.newrivercollege.co.uk or for an informal discussion about the posts please contact Bill, Matt or Alex on 020 7504 0534 (option 2) or email secondary@nrc.islington.sch.uk

New River College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. New River College is a diverse and inclusive school where we can ALL be ourselves. We particularly welcome applications from those from a black or ethnic minority background. A search on publicly available information online will be made for shortlisted candidates. The successful applicant will need to undertake an enhanced DBS disclosure.

Are you an
experienced High
Level Teaching
Assistant?

Thinking of a role
to further your
education career?

Are you ready for
a new challenge?

Job Description

New River College Alternative Provision JOB DESCRIPTION

POSITION: Lead Learning Assistant (Secondary)

GRADE: SO1 + SEN pt, 35 hrs TTO

RESPONSIBLE TO: Deputy Head/Head of Centre

RESPONSIBLE FOR: Learning Assistants

PURPOSE OF THE POST

The purpose of the post is to;

- Support and implement the NRC inclusion agenda and SEN Code of Practice
- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, at the direction of the inclusion team and teaching staff and in line with New River College policies and guidance. In conjunction with the inclusion team and class teacher, this will 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.
- Be a named safeguarding lead supporting the deputy headteacher and staff in all safeguarding related concerns.
- Manage the team of learning assistants assigned to the Secondary division of New River College and will have responsibility for the management and development of a specialist area within New River College e.g. EAL, additional needs.

REQUIREMENTS OF THE POST

All staff are responsible to their line manager and designated member of CLT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College, an awareness of its role in the community and the SEN Code of Practice. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

Support for pupils

1. Under the direction of the inclusion team and class teacher, devise action plans specific to the learning, social, emotional and mental health needs of targeted pupils.
2. To develop a 1:1 mentoring relationship with children needing individual support aimed at achieving the goals defined in the action plans

3. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning both in and out of class
4. Establish productive working relationships with pupils, acting as a role model and setting high expectations
5. Enhance pupil opportunity through support of Pupil Passports, SEN Support Plans and Education, Health and Care Plans, working closely with the inclusion officer to ensure needs are met
6. Promote the inclusion and acceptance of all pupils within the classroom
7. Support pupils consistently whilst recognising and responding to their individual needs
8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
9. Support pupils with SEMH and SEN needs preventing them from accessing on site provision by providing interventions and learning via home tuition
10. Undertake risk assessments and home tuition agreements with parents/carers of pupils requiring such intervention
11. Lead on Secondary referrals as directed by DH/HoC Complex Needs
12. Lead behavioural referral and restorative meetings as directed
13. Promote independence and employ strategies to recognise and reward achievement of self-reliance, keeping up to date with the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support to targeted pupils
14. Provide feedback to pupils in relation to progress and achievement
15. Support the transition process for pupils around reintegration or to relevant placements
16. Promote Pupil Voice and ensure their views are heard and involved in their education, welfare and learning
17. Promote partnership with parents through developing the parent school relationship, rolling out a series of parent information sessions/workshops

Support for teachers

The following duties are to be carried out under the direction and guidance of the inclusion team and/or class teacher:

18. Organise and manage appropriate learning environment and resources
19. Under the direction of the inclusion team and class teacher, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
20. In collaboration with the inclusion team and class teacher, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
21. Under the direction of the inclusion team and class teacher, provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
22. In collaboration with the inclusion team and class teacher, record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
23. Work within an established behaviour management policy to anticipate and manage behaviour constructively, promoting self control and independence
24. In collaboration with the inclusion team and class teacher, supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
25. Invigilate exams/tests

Support for the curriculum

26. Deliver learning activities to pupils under the direction of the inclusion team and class teacher, adjusting activities according to pupil responses/needs

27. Make effective use of opportunities provided by other learning activities to support the development of pupils' skills
28. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
29. Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds
30. Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the AP

31. Manage and supervise a team of learning assistants
32. Support learning assistants in developing effective interventions to support pupils medical, SEMH needs and personal development goals
33. Support the implementation of the personal development tool with all pupils
34. Support the inclusion team and leadership team in completing referral forms for pupils identified as needing additional support both in and out of school
35. Work with other designated staff where appropriate in New River College, eg SENCo, Inclusion Officer, College Education Welfare Officer and AP Co-ordinator to meet pupil need
36. In collaboration with the inclusion team and teaching staff, deliver training/mentoring to learning assistants and new staff on inclusion, behaviour management, safeguarding, positive handling and de-escalation strategies
37. Comply with and assist with the development of policies and procedures relating to safeguarding, inclusion, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
38. Facilitate sharing of information between multi agency settings
39. Contribute to the overall ethos/work/aims of the AP
40. Contribute to the medical/complex needs risk assessments
41. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the inclusion team and teachers, to support achievement and progress of pupils
42. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
43. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
44. Deliver off site and out of school learning activities within guidelines established by the AP
45. Supervise pupils during breaktimes and lunchtimes

PERSONAL RESPONSIBILITIES

1. To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
2. To promote the safeguarding of children and be a named safeguarding lead
3. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
4. To participate in performance management, and undertake training and professional development as appropriate
5. To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the AP sites

PERFORMANCE STANDARDS

6. To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision

- 7. To ensure that New River College policies and customer care standards are met and adhered to
- 8. At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date -----

**New River College Alternative Provision
PERSON SPECIFICATION**

POSITION: Lead Learning Assistant

GRADE: SO1 + 1 SEN pt, 35 hrs TTO

CRITERIA

SELECTION CRITERIA – Essential (E) and Desirable (D)

EDUCATION AND EXPERIENCE	1. Experience working with children of relevant age in a learning environment	E
	2. Good numeracy/literacy skills – equivalent to HLTA qualification	E
	3. Training in relevant learning strategies e.g. literacy	D
	4. Specialist skills/training in curriculum or learning area eg bi-lingual, sign language, ICT	D
	5. Can use ICT effectively to support learning	E
SKILLS, KNOWLEDGE AND ABILITIES	6. Full working knowledge of relevant polices/codes of practice/legislation	E
	7. Working knowledge of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	E
	8. Working knowledge of the Inclusion agenda and the SEN Code of Practice	
	9. Good understanding of safeguarding and learning processes	E
	10. Ability to work with pupils who have challenging behaviours	E
	11. Good organisational skills	E
	12. Ability to support and manage a team	E
	13. Constantly improve own practice/knowledge through self-evaluation and learning from others	E
	14. Ability to relate well to children and adults	E
	15. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E
	16. Commitment to the implementation of New River College's equal opportunities policy	E
	17. Willingness to undertake additional training/staff development as appropriate	E
	18. Ability to reflect on own professional practice	E
	19. Excellent attendance and punctuality	E
	20. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	E
	21. Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

How to apply

Application Deadline

Completed application forms must be received by **Midnight, Monday 24th February 2025.**

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NRC/2502.**

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.

New River College

The logo for New River College features a stylized blue wave graphic below the text.

New River College Secondary

Lough Road

London N7 8RH

Tel: 0207 504 0534 opt. 2

<http://newrivercollege.co.uk/contact/>