

**Senior Higher Level Teaching Assistant**

**Permanent, Full Time 35 hours, term time only - £27,057 plus £1,228 SEN per annum**

**Plus a £100 welcome payment on successful completion of your 6 months' probation**

8.45am to 4.30pm Monday and Tuesday, 8.45am to 4.15pm Wednesdays and Thursdays  
and 8.45am to 3.45pm Fridays

As Senior HLTA you will support a Cluster Leader by assuming higher level responsibilities when they are out of class. This will include leading frequent planning activities and leading the class. You will monitor, assess, record and report on students' achievement, progress and development. You will also manage a team of Specialist Support Assistants including allocation and monitoring of work, appraisal and training.

You will work collaboratively with all other school staff in order to create and maintain outstanding opportunities for our students' academic progress, care and therapeutic learning support and promotion of enrichment and life skills development. You will also work closely with the students' families and other professionals.

In return we offer a great benefits package and excellent learning and development opportunities. Benefits include free on-site Parking, Café, Cycle to Work Scheme, Company Pension Scheme, contributory Health Scheme, and generous sick pay.

**You must:**

- Meet the person specification
- Be able to meet key accountabilities set out in Job Description
- Have relevant experience
- Be able to use ICT effectively
- Have good organisational skills
- Have good communication skills
- Level 2 English and Maths or working towards

**What we offer**

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| • Free on-site parking  | • Eye care and free flu vaccination voucher                |
| • Private contributory healthcare scheme                        | • Staff awards and gift card nominations                   |
| • Cycle to work scheme & IT equipment scheme (salary sacrifice) | • Gym, food, entertainment, shopping and holiday discounts |
| • On-site café  | • Family-friendly policies                                 |
| • Generous pension and life assurance schemes                   | • Diversity and inclusion & staff wellbeing groups         |

- Contractual Sick Pay
- Free confidential mental health and wellbeing coaching and counselling services
- Christmas party and social events
- Continuous professional development and sponsorship for professional qualifications, apprenticeships and free training – opportunities for growth

### Who we are

Part of the Ascendancy Partnership Trust family of schools, Manor Green School is a large and highly successful special school educating some c300 students aged 2-19, who, due to their complex needs, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the Centre of Excellence for students with special educational needs.

We are already a good school and now we wish to be the best!

Come and join our amazing team.

**Closing Date: 28 March 2025**

### How to Apply:

Please download a job application pack from the school website or contact: [careers@manorgreenschool.co.uk](mailto:careers@manorgreenschool.co.uk) Please email your completed form to this address.

*We welcome applications from all sections of the community.*

*The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*Applicants must be eligible to work in the UK.*

*You will be invited for a volunteering day as part of the selection process.*



Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire area, composed of a family of SEN schools all specialising in learning difficulties.

**Stronger and Better Together**

