



The **GALLERY TRUST**



A community of special schools

**Home Learning/Special Unit HLTA  
Candidate Information Pack  
2021**



Thank you for your interest in the post of Home Learning/Special Unit HLTA at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you.

Thank you again for your interest and we look forward to hearing from you.

*Lucy Wawrzyniak*  
*Executive Headteacher*

**Home Learning/Special Unit HLTA**  
**Grade 9**  
**Actual salary £20430.29 - £22426.12**  
**(£27741-£30,451 pro rata)**  
**32 hours per week, 38 weeks per year, term time only, Permanent**  
**Reporting to: AHT SENCO**

To provide home learning/or learning onsite in a specialist unit for students unable to attend school, or who need to guarantee a distance from other students. This involves planning, preparing and delivering learning activities for individuals in their home for a short term specified period, monitoring and assessing, recording and reporting on pupils achievement, progress and development under the guidance of the AHT/SENCO. Flexibility is required as learning will move onto the school site when suitable accommodation is available.

***Planning and Assessment***

- Assess the needs of pupils and use detailed knowledge and specialist skills to support students' learning
- In association with the Teacher/AHT, plan, deliver and assess students according to their individual needs, using the relevant school pathway and the learner's individual learning intentions.
- Promote independence and employ strategies to prepare for adulthood from the earliest of years
- Deliver therapy programmes designed by the therapists, with the class team if relevant.
- Provide feedback to pupils, AHT and teacher, parents/carers in relation to progress and achievement, through *Evidence for Learning* and MAPP
- Under supervision, and with designated protected PPA time, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

***Creating the Learning Environment***

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Organise and manage the appropriate learning environment and resources for students
- Willingness to train as a back up to support with medical needs (e.g. tracheostomies, suctioning, administration of medication etc.)
- Work within the Mabel Prichard School behaviour policy to anticipate and manage behaviour constructively, promoting self regulation and independence

***Effective Use of Resources***

- Use ICT as relevant to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds.

***Conduct***

- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

## **Application Process**

To apply for this post, please email [recruitment@mabelprichard.org](mailto:recruitment@mabelprichard.org). You can also download an application form and job pack from our website <https://mabelprichard.org/> or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Please submit your application form by Friday 5<sup>th</sup> November at 12 noon to [recruitment@mabelprichard.org](mailto:recruitment@mabelprichard.org) or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



At Mabel Prichard School students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



**Selection Criteria**  
**Home Learning/Special Unit HLTA, Mabel Prichard School**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	Maths and English GCSE (or equivalent) at grade C or above	A Levels A degree A qualification in education
Experience	<ul style="list-style-type: none"> <li>● Experience of working with children with complex needs, ASD and medical needs</li> <li>● Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</li> <li>● Training in relevant learning strategies e.g. literacy, numeracy, communication approaches etc.</li> <li>● Specialist skills/training in curriculum or learning area e.g. sign language, PECs, ICT</li> </ul>	
Professional Knowledge & Skills	<ul style="list-style-type: none"> <li>● Can use ICT effectively to support learning</li> <li>● Full working knowledge of relevant policies/codes of practice/legislation</li> <li>● Good understanding of child development and learning processes</li> <li>● Understanding of statutory frameworks relating to teaching</li> <li>● Ability to organise, lead and motivate a team</li> <li>● Constantly improve own practice/knowledge through self-evaluation and learning from others</li> <li>● Ability to relate well to children and adults</li> <li>● Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>● Ability to follow risk assessment criteria for clinically extremely vulnerable children.</li> <li>● A commitment to safeguarding and health and safety legislation</li> </ul>	
Personal Skills and Qualities	An understanding of or willingness to learn about the barriers to learning faced by students with complex needs	Experience of arranging and monitoring progress in work experience placements Full driving license Able to drive a minibus or willingness to learn