



APPLICATION PACK:

**HLTA
(SEND Department)**



HLTA (SEND Department)

Salary: Grade E (equates to £30951 per annum)

Hours: 8.20am to 4pm Monday to Friday

(37 hours per week/41 weeks per year contract, worked as 38 hours 20 mins per week with 22 hours to be made up during the year in before/after school hours and/or during school holidays)

Start date: November 2026

This is a new and exciting role at The Cowplain School to support students with a high level of need who cannot currently access the mainstream offer. You will lead learning activities for small groups in the learning support department. This is our provision funded by the local authority for students with Education Health & Care Plans (EHCP), who need additional support to access a mainstream school.

You will work with students from all year groups to help them access their learning. It will include developing and preparing engaging and creative resources for specific interventions. These will be within an agreed system of supervision, as directed by the SENCo. It is important for you to establish productive working relationships with students, acting as a role model and setting high expectations. This includes using behaviour management strategies, in line with the school's policy and procedures.

Experience of working with young people with SEND in a school is essential. Above all, you will need patience and resilience and a desire to advocate for each student with whom you work.

Applicants will need to demonstrate effective classroom management skills and hold GCSE English and Mathematics at Grade C as a minimum requirement.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access via www.cowplainschool.co.uk/about-us/vacancies. If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Monday 2nd November 2026 at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.



Join us on our journey to excellence!

Thank you for your interest in the post of **HLTA** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment, achievement and behaviour in the school. Results have already improved dramatically but they need to improve further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal:

a.simmons@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Principal



Information for applicants

Pay scale – Grade E (equates to £30951 per annum)

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Mrs A Simmons
PA to the Principal
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

The closing date for receipt of applications is Monday 2nd November 2026 at midday.

If you are shortlisted, interviews will take place week beginning 9th November 2026.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Job Description

Post Title: HLTA (SEND Department)

Grade: Grade E

Responsible to: SENCo

Purpose of the job

To lead learning activities for small groups within the school's learning support department and to support students in the classroom under the direction of the SENCo.

Principal Responsibilities/Duties

1. To lead learning activities for small groups of students.
2. To prepare resources, equipment and learning activities.
3. Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
4. Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
5. Respond to students' general queries and keep students on task.
6. To carry out registration.
7. To follow any reflective time programme being covered during reflective time.
8. Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
9. Monitor, evaluate and record student progress.
10. Assist with student documentation.
11. Establish positive relationship with parents and external agencies.
12. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
13. Using skilled techniques to deal with difficult students.
14. Maintain behaviour management standards of students, for those who are challenging, difficult and sometimes use abusive language.
15. Supervise students on school trips/out of school activities.
16. To be professionally discreet and able to respect confidentiality on particular issues.
17. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. Participate in training and continuing professional development.
19. Attend relevant school meetings as required
20. Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
21. Assist with any tasks under the purview of the role as directed by the Principal or Line Manager.