



HLTA – Language Interventions and Dyslexia Support

Term Time Only

5 days per week (30 hours)

Permanent

D Grade £19,902 – £20,166*

*approximate actual salary – dependant on experience



Candidate Information Pack

Yateley School, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

Contents

- Letter from the Headteacher
- Advert
- Job Description
- How to Apply
- School Information
- History and Location
- Curriculum and Timetable
- Mission Statement, Vision and Values
- Our Learning Values
- Our Behavioural Values
- Further Information



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Web: www.yateleyschool.net
Address: School Lane, Yateley, Hampshire, GU46 6NW



YATELEY SCHOOL

Dear Applicant,

Thank you for your interest in applying for this position at Yateley School. If you are looking to work in a dynamic, fast-paced and innovative school then look no further! We are always keen to find enthusiastic teachers and support staff to join our thriving and successful mixed 11-18 school of over 1300 students (with over 200 in the Sixth Form).

We hope that the information provided helps you in making your decision to proceed with an application. However, a school visit, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our students. In July 2023, Ofsted noted that '*staff are proud to work at the school. They feel valued, and have confidence in the school's leadership*'.

We make every effort to ensure all candidates have equality of opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of please do not hesitate to contact the school.

I would like to take this opportunity to extend my best wishes to all applicants. Whether or not you are successful on this occasion, I wish you every success in your future career.

Yours sincerely,

A handwritten signature in black ink that reads 'P. German'.

Paul German
Headteacher



Advert

Job Title:	HLTA – Language Interventions and Dyslexia Support
Salary:	D Grade £19,902 - £20,166 (FTE £28,697 - £31,573)
Contract:	Permanent – to start November 2026
Hours of Work:	30 hours per week (5 days) – Term Time Only. Our School Day is 8.30am-3.10pm.

Are you passionate about helping young people develop confidence in literacy, language and learning? We are seeking a dedicated and skilled HLTA to join our SEND team, specialising in language interventions and dyslexia support. This role will work closely with students, teachers and families to remove barriers to learning and promote pupil progress.

You will deliver targeted interventions for students with literacy, language and communication needs, support learners with dyslexia, monitor progress, and contribute to planning and assessment alongside teaching staff. You will also use your specialist knowledge to advise colleagues and help develop effective inclusive practice across the school.

The successful candidate will have experience of supporting children or young people with SEND, excellent communication skills, strong literacy and numeracy, and the ability to work independently and as part of a team. Relevant qualifications and experience in dyslexia support, literacy intervention or speech and language development would be advantageous.

This is a rewarding opportunity to make a lasting difference to the educational outcomes and confidence of young people.

Yateley School has a strong ethos of wellbeing for staff and students and is completely committed to securing the best academic and personal development outcomes for our young people as well as providing excellent professional development for staff.

Application Procedure

Interested applicants should complete the attached application form together with the personal statement within the form and address the job description and person specification in their application. CVs are not accepted. If you have any questions, please contact applications@yateley.hants.sch.uk

Closing date: Midday, Wednesday 14th October 2026. Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

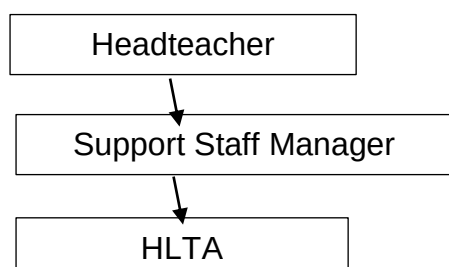
Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Job Description

SECTION A

ROLE PROFILE FORM REF:	02497
DEPARTMENT	Education (Schools)
ROLE TITLE	HLTA / Learning Support Assistant 3
ROLE REPORTS TO (Supervisor/manager's role title)	SENDCo / Support Staff Manager
ROLE PURPOSE (Why the role exists)	Provide learning activities for classes and deliver lessons, to individuals, groups or whole class, set by or with teachers, under the professional direction and supervision of a qualified teacher and to undertake a significant whole school responsibility

SECTION B - ORGANISATION STRUCTURE



<u>SECTION C – ROLE REQUIREMENTS</u>	
Accountabilities	Accountability statements
Support for pupils	• Assume whole class responsibility for teaching and learning, as directed by the teacher for a day or days at a time • Use specialist skills to support pupils, fostering independence • Assist with Individual Education Plans (IEP's)
Support for teachers	• Working unsupervised, assist the teacher to create an appropriate learning environment • Work with the teacher in lesson planning, adjusting plans as appropriate • Evaluate pupils responses to activities through planned observation • Participate in assessment to identify pupils who need extra help to overcome learning difficulties and assess progress
Support for curriculum	• At whole class level, contribute to and implement curriculum programmes

Support for the school	• Establish constructive relationships with agencies • Supervise pupils on school trips/out of school activities • Provide training and support to staff as appropriate in area of strength/ expertise • Some limited supervisory responsibilities • Undertake a significant whole school responsibility eg SCIPS training or significant specialist responsibility
Corporate and statutory initiatives - equalities/health and safety/egovernment/ sustainability	• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

SECTION D – THE KEY DECISION MAKING AREAS IN THE ROLE

- An LSA 3, whilst working under the general direction of the teacher, will work unsupervised and without the close presence of the teacher and will implement lesson plans, deal with pupil behaviour and make judgments about pupil progress/pupil needs without reference to the teacher.
- An LSA 3, due to training and expertise, will normally carry a specific specialist responsibility (eg. Speech therapy) and support and develop other staff in the school when help is needed in this area.

SECTION E – The role dimensions – financial (eg budgets) and non-financial (eg units, workload, customers/staff)

- Dimensions vary according to the experience of the LSA 3.
- An LSA 3, if they hold a specialist qualification, will guide teaching staff in this area. They will also brief and support new staff (including teachers) on the stage of development of pupils.
- Written reports required from LSA 3 are sufficiently detailed to reflect the complex needs of the pupil. (and complicated especially if they are addressing complicated pupil needs).
- An LSA 3 undertakes whole class supervision for a day or days at a time in the absence of the class teacher as required and according to the needs of the school.

SECTION F – The main contacts – external/internal customer contacts and purpose

Internal (in school) – frequent contact with pupils to support learning and meet wider needs, other colleagues, teachers, headteacher, members of the governing body.

External (outside school) – (usually under the direction of the teacher) parents/guardians/carers, Education Psychologist, Education Welfare Officer, other LEA specialist colleagues, outside contractors, specialist groups on educational visits, students.

SECTION G – Working conditions – environment, and physical effort or strain

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility, with teacher, for maintaining calm.
- External working on trips, educational visits etc and, in the case of some special schools, home/school liaison visits.
- Manual handling responsibilities.
- Skilled in physical intervention techniques (restraint techniques) for dealing with difficult children.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging, difficult and sometimes violent, and deal with racial/abusive language and bullying.
- Health and Safety responsibility for self, children and area which is particularly demanding in a child-centred environment.
- In special schools, undertake personal/intimate medical work for children with special needs.

SECTION H – Context/additional information

- There is a multi-role aspect to this job in that the expertise of the LSA 3 postholder will affect the depth and range of support the class teacher can expect.
- It has a high confidentiality component and needs to hold the trust and confidence of both the pupils and the teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.
- The size and type of school will be a factor in determining how the role operates as will the physical site of the school.
- High levels of stress are generated by various aspects of the role including when dealing with individual pupils and/or groups with complex and demanding learning needs. The postholder's working hours predominantly require constant pupil contact.

SECTION J – Entry: Necessary role-related knowledge, skills and experience at selection

- Empathy with pupils and sympathetic to their needs.
- NVQ3 for Teaching Assistants or equivalent qualification or experience.
- Excellent literacy/numeracy skills.
- Minimum of 2 years' relevant experience in a teaching/learning/child support working environment.
- Good communication skills and able to clarify and explain instructions clearly.
- Can use ICT effectively to support learning.
- Working knowledge of national/foundation stage curriculum, particularly literacy and numeracy requirements, and other relevant learning programmes/strategies.
- Professionally discreet and able to respect confidentiality on particular issues.
- Well developed interpersonal skills enabling effective relationships with a variety of people.
- Team worker.

SECTION K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: Up to 3 months

- knowledge of school and school systems/policies
- understanding of curriculum, particularly literacy and numeracy requirements
- approach towards pupil discipline and behaviour
- relationship between and respective responsibilities of teacher and HLTA
- professional relationships between staff and pupils
- support from “mentor”
- manual handling skills
- developing health and safety knowledge
- independent working, supported by teacher, with whole classes of children

SECTION L – Operationally effective: How would effectiveness in role be demonstrated?

- Firm, sensitive and effective approach towards pupil discipline
- Good organisational ability
- Able to provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records
- Competent in working with group of pupils without direct supervision from the teacher
- Ability to apply knowledge and skills from training in practical classroom context
- Ability to motivate and encourage children appropriately
- Ability to work independently and with initiative
- Taking responsibility for whole class under the overall direction and during temporary absence of teacher
- Ability to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents/carers, education psychologist, speech therapist)

How to Apply

Interested applicants should complete the application form* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to Applications@yateley.hants.sch.uk

CV's are not accepted.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email applications@yateley.hants.sch.uk

*Applications are also accepted via TES and Education Jobs websites directly; all applications will be considered equally.

Safer Recruitment

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects 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 an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Teacher Pension Scheme (for teachers)
- Local Government Contributory Pension Scheme (for support staff)
- Free on-site car parking
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)

School Information

We are proud of our school – exemplary teaching and determined, resilient students. The challenge of providing a rigorous and challenging curriculum, alongside the need for breadth and skills development is taken seriously, as is our resolute insistence on giving and expecting the best. The school is regularly described as having ‘high standards and a heart’ and the level of pastoral care and individualised support is integral to the ethos of the school.

The Ofsted report of 2023 opens with *‘Yateley School is a warm and welcoming community where pupils thrive’* and *‘The school’s values of ‘Ready, Respectful, Safe’ permeate all aspects of school life.’* Underpinning this is an ethos of high standards and high expectations. We work hard to create a caring and challenging learning environment where every individual can strive, enjoy and achieve and be supported to do so. The curriculum is broad and engaging and our accomplishments in cultural and sporting activities are truly inspirational. Ofsted noted that the *‘curriculum offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations.’* No child is left out and it is a matter of pride for us that whatever a child’s need, we can bring both our resources and individual care and attention to bear to ensure that every young person can thrive. *‘Pupils invariably behave well in lessons and around the school site, having respect both for each other and for adults alike.’* Ofsted. Alongside vast opportunity within the curriculum, our superb House system ensures that all students can and should participate from the first day and play a full part in the success of both House and School

We have superb provision both within and beyond the classroom and we are confident that the preparation for adult life offered at Yateley School is second to none. The school occupies a very pleasant and partially wooded site in excess of sixty acres. We have larger than average playing fields; a sports hall; a full commercial gym and swimming pool with day time school use and preferential rates for staff; a dance studio; specialist music rooms, a theatre with a dedicated audio/lighting facility; dedicated ICT suites, a community hall, dining halls and specialist teaching accommodation for Technology, Mathematics, Science, English, Humanities, Modern Foreign Language, Performing Arts and Physical Education.

History and Location

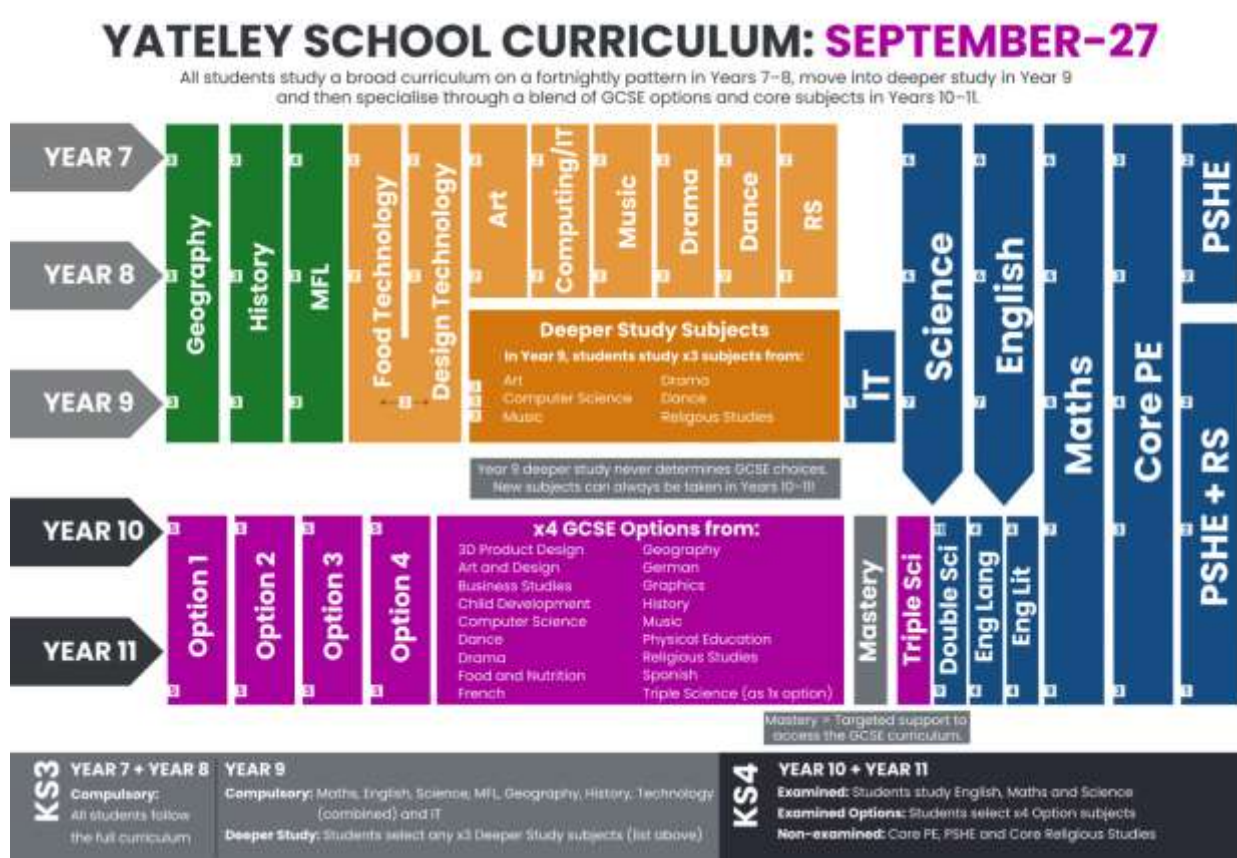
Opened in 1968 as Hampshire's first community comprehensive school, in purpose-built accommodation, Yateley School was and still is truly innovative. It has an on-site nursery, a sports centre, the town library and adult and community learning all co-located within the large and attractive site. It is now one of only four schools in Hampshire to retain a Sixth Form and this semi- autonomous part of the school is hugely successful and adds a vital dimension to the character and strength of the organisation.

Yateley School serves a mixture of rural and urban housing in and around the small town of Yateley in North East Hampshire. The Hart district of Hampshire is broadly quite affluent and nearby Fleet has been rated best in UK in a quality of life index. Yateley School's catchment is truly comprehensive and serves a broad mix of social and economic backgrounds. The school is well served by the nearby M3 and M4 motorways and there are railway stations in Blackwater (2 miles) and Farnborough (6 miles). The large towns of Reading (12 miles), Basingstoke (13 miles) and Guildford (15 miles) are all within easy reach. The centre of London is only 35 miles away.



Curriculum and Timetable

Our timetable is made up of five 60-minute periods each day, starting with a daily tutor time of 20 minutes. The curriculum in Key Stage 3 covers a broad range of subjects and runs over three years. In Year 8, students select three subjects from Art, Computer Science, Music, Dance, Drama and Religious Studies to continue in Year 9 for deeper study. The subjects they choose never determine their GCSE options; this is an opportunity to focus on subjects they enjoy and may wish to pursue to GCSE level. In MFL, students study French in Year 7 but also experience German and Spanish lessons. During Year 8 and Year 9, students either continue with French or take up Spanish or German as their language of choice.



GCSE options are taken in Year 9, where diversity and choice are extended still further with additional subjects available for KS4 at the start of Year 10. At Yateley School, students typically select four GCSE options, though we also have a Mastery pathway for a small number of students who take three GCSE options and then receive additional, targeted support to strengthen their literacy and numeracy skills, ensuring they are fully prepared for the demands of GCSE study and beyond.

Curriculum Detail

In KS3, we run a timetable model based on two blocks. Maths and Science are set based on SATs results and internal testing. English, Modern Foreign Languages (MFL), Computer Science, PSHE and PE classes are mixed ability within the two blocks. All other subjects are mixed ability throughout Key Stage 3.

We work to offer the broadest curriculum possible at KS4, and this range and breadth of subjects widens still further at KS5 with an exciting offer of courses designed to fit the needs of all learners. English setting begins in Year 10, and English classes also determine PSHE class groups.

Ofsted noted that the curriculum is "broad and balanced" and "offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations," with "creative, technical and performing arts... particularly strong." Ofsted also found that "pupils are supported and guided well to ensure that they follow appropriate courses for their ability."

This is complemented by an extracurricular provision that offers a wide range of experiences across many areas, including significant sporting success at district and county level. We continue to enhance our curriculum offer with a wide range of trips, visits and other events, with over 90 extracurricular opportunities on offer. Ofsted noted that "the extensive range of extra-curricular opportunities are highly valued by pupils" and that they "help pupils to develop their skills further beyond the taught curriculum."

Pastoral

The school offers high-quality support and guidance. Four Heads of House coordinate the work of their tutor teams, operating to some extent as a small school within a big school and developing a strong ethos and sense of purpose among their students. Tutor groups are organised by house and year group. Our detailed tutor programme and personal mentoring are regarded as the cornerstones of the school's ethos and underpin all we do; tutors are the first port of call for both students and parents.



Mission Statement, Vision and Values

Our mission is for Yateley School to be the pride of the community it serves, with exceptional progress for all, expert teaching and a curriculum fit for the future. Our school community will be confident, fulfilled and with consistently outstanding attitudes to learning

Yateley School exists to provide an excellent quality of education for the entire community that it serves; advancing education, learning and opportunity for the public benefit. Our school enables young people to understand, challenge and improve the world in which they live; to value their culture and accept those of others. Yateley School strives to develop responsible young adults who have the resilience and commitment to lead fulfilled lives and contribute positively to their society and to the environment.



Our Learning Values

Our Learning Values are captured by our Ambitious, Curious and Tenacious (ACT) philosophy to learning.



Ambition: We believe that everyone can play a significant role in identifying, nurturing and developing ambition. We must create an environment that supports driven individuals, and encourages others to join them in wondering what can be achieved.

Curiosity: A good question can open minds, shift paradigms and force the uncomfortable. We can help create thinkers. We believe that it is more important for our students to ask their own great questions – and more critically, their willingness to do so and seek answers.

Tenacity: Staff and students will persist more when they are treated fairly and with respect, whilst understanding that life is often challenging. Collectively, we will show tenacity in pursuit of personal excellence and we will set high expectations of what we can achieve together.

Our Behavioural Values

Our Positive Behaviour values are captured by the principles of being Ready, Respectful and Safe.



Ready: It is important that we are always ready for the day ahead and the learning possibilities. This begins each day by arriving on time and correctly equipped. It then flows into having a positive mindset and attitude in all learning opportunities to enable us to tackle the challenges that lie ahead.

Respectful: A key quality for everyone is to show respect. We must be supportive and listen to others, follow expectations and guidance and respect other people's property within the school and community. Being respectful will create a calm and positive place of work and study.

Safe: We encourage everyone to be safe in all that they do within school and community. This includes being safe in physical interactions, looking after ourselves and others and being aware of how to use online resources like the Internet and social media appropriately.

Further Information

Please do visit our School website for more information and recent news



<https://www.yateleyschool.net/>

