

Vacancy Advert



Job Title:	ARB Higher Level Teaching Assistant (HLTA)
Closing Date:	Friday 12 th January 2024
Interview Date:	Week commencing 15 th January 2024
Start Date:	As soon as possible after interview.
Salary Range:	Actual salary £21,727.79 per annum (£13.66 per hour) FTE £26,350 paid at 45.4506 weeks per year.
Location:	Mount Charles ARB at Mount Charles School
Contract type:	Permanent variable, 35 hours per week, 39 working weeks per year (includes CPD days) plus holidays (45.4506 paid weeks per year)

Mount Charles ARB, located at Mount Charles School, is a member of the Special Partnership Trust, an ambitious and inspiring collaboration of specialist provision in Cornwall, with a focus on excellence in learning for everyone. We are seeking to appoint an energetic and enthusiastic HLTA to work as part of a wider team at Mount Charles ARB.

We are looking for someone with initiative and a willingness to become an active member of our friendly and professional ARB, where meeting the learning potential of our students is our highest priority. The successful candidate will be required to work alongside class teachers and Teaching Assistants and to follow any recommendations/guidance from multi agency teams. Experience of supporting students with complex and multiple learning needs or disabilities is a must, along with the confidence to manage emotional or behavioural difficulty.

The successful candidate will have:

- A minimum of two years relevant experience working with children, preferably in an educational setting
- Excellent interpersonal and communication skills
- A good understanding of safeguarding children
- High quality planning, annotation and recording skills
- An ability to work on their own initiative and be self-motivated

A commitment to continuing professional development is necessary; we work closely together and roles may be interchangeable to meet children's needs.

In return, as well as your salary, the following benefits would form part of your total reward:

- 36 days paid holiday (including bank holidays) from start of employment with the Trust
- Local Government or Teachers Pensions Scheme
- Employees Assistance Programme to support staff wellbeing
- Discounts on new O2 phone contracts and access to 'Extra Special', the Trust's employee benefits and perks hub, which included hundreds of retailer discounts and wellbeing portal
- Simply Health Plan – supporting our employees, and their families, with health care costs
- Extra Special Membership, offering discounts on supermarket and other shopping
- Discounted gym memberships with Better Leisure
- Bike 2 Work Scheme
- Microsoft Office 365 Licences, you are able to use your work account to use excel, word and office packages on your home computer
- Eye Test Reimbursements
- First Aid & Fire Warden Allowances
- Long Service Vouchers



We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. Applicants should also be aware that an online search will be undertaken for all shortlisted candidates.

Application packs including full job description and person specification are available from the Pencalenick School website, under Trust Vacancies - www.pencalenick.org - and should be returned to **admin@pencalenick.org** or by post to Mrs Fiona Weller or Mrs Vicky Lane, Special Partnership Trust, c/o Pencalenick School, St Clement, Truro, TR1 1TE.