



LITERACY HIGHER LEVEL TEACHING ASSISTANT

REQUIRED SEPTEMBER 2025

Bucks Pay Range 4, Point (21) £30,361 - Point (25) £32,594 FTE
Actual Salary based on hours detailed below: £23,662 - £25,400

34 hours per week

08.00 – 15.20 Monday to Thursday

08.00 – 15.10 Friday, including half hour unpaid break per day

39 weeks per year

Term time, plus 5 Inset Days

The Buckingham School is seeking to appoint a dedicated and enthusiastic Higher Level Teaching Assistant to join our friendly and supportive team. The successful candidate will be working to support students with special educational needs or disabilities in the classroom and leading intervention groups, mostly, although not solely, working on improving levels of literacy. We are looking for a colleague who enjoys working with young people, has a flexible and positive approach and enjoys working as part of a team. Naturally the successful candidate will have a passion for literacy and thrives on engaging students within this area.

We are a thriving school with over 1200 students on roll, ranging from students aged 11-18.

Whilst academic achievement lies at the heart of what we do, we never forget the importance of fostering mutual respect and decency amongst our pupils. We believe that all our children have something to offer, and we are driven by a desire to find areas where each of them can excel.

We strive for “**Success for All**”. We pride ourselves on our key objectives:

- A vibrant, exciting learning community
- Students develop knowledge, skills and qualities - and the qualifications – needed to thrive in life and work
- Innovation to enhance all learning opportunities
- Student ownership and responsibility
- A supportive and respectful environment
- An inclusive and proud school community
- Strong parent engagement and bond

How Will You.....

Support the Student

- To develop an understanding of the specific needs of pupils to be supported
- To develop a knowledge of a range of learning support needs relevant to the school and pupils
- To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
- To establish a supportive relationship with the pupil/s concerned
- To establish acceptance and inclusion of the pupil/s in the classroom
- To manage pupil/s as advised by the SEND Manager and Class Teacher
- To use methods of promoting / reinforcing the pupils' self esteem
- To ensure the safety of the pupil/s while in your care
- To carry out any specific duties as outlined in the pupil/s Individual Support Plan.

Support the SENDCo, SEND Manager and Class Teacher

- To assist the SENDCo, SEND Manager and Class Teacher to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation.
- To lead the delivery and assessment of suitable literacy programmes for small groups of students and 1-2-1 sessions
- To maintain the SEN team's system of recording and monitoring of pupils' progress.
- To provide feedback about pupils' difficulties and/ or progress to the SEND Manager and Class Teacher.
- To write reports about the pupil/s' progress as requested by the SEND Manager.
- To participate in the evaluation of the support programme, with the SEND Manager and Class Teacher.
- To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum.
- To report any problems about arrangements or any incidents to the SEND Manager, or if unavailable, to the Class Teacher.

Support the School

- Where appropriate, to foster links between home and school
- To liaise, advise and consult with other members of the SEN Team
- To contribute to Annual Review meetings, as appropriate
- To participate in relevant professional development
- To be aware of / follow school policies and procedures
- To maintain confidentiality about home- school / pupil- teacher/ school work matters
- To complete any other task as directed by the Headteacher.

Please access details relating to this vacancy from the school's website www.buckinghamschool.org
Completed application should be sent FAO Mr A McGinnes, Headteacher to
emansfield@buckinghamschool.org.

Closing Date: 9am Wednesday 3RD September 2025
Interview Date: TBC

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.