



Waterloo Lodge School

Options Autism



Part of Outcomes First Group

Job Title: Higher Learning Teaching Assistant (HLTA)

Responsible to: Senior Leadership Team

Work Location: Waterloo Lodge School, Chorley

Hours: 40 hours per week; Monday to Friday 8:30am – 4:30pm

Contact: Full Time / Term Time only

Start Date: ASAP

UK Applicants only. This role does not offer sponsorship.

Waterloo Lodge is an independent specialist ASD day school for boys and girls aged from 10 to 18, catering for pupils with a wide range of needs in Lancashire, Manchester and surrounding areas. Our dedicated team work together to ensure successful outcomes for pupils who often arrive at the school with a troubled view of education and life.

We pride ourselves in steering pupils in the right direction, nurturing aspiration to progress them academically and socially, to encourage them to take pride in their achievements. Socially, we build confidence in our students, so they are able to have a greater understanding of the wider community in which they live.

For over 16 years Options Autism have provided care and education to pupils, young people and adults with autism, complex needs and learning difficulties. As part of Outcomes First Group, we are leading our sector in setting and delivering new approaches that provide measurable outcomes for those in our care. We are really proud to say that in 2024, Outcomes First Group were officially certified as a 'Great Place to Work' for the fifth year running.

As part of our continued growth, we are looking for an experienced HLTA to join our fantastic team at Waterloo Lodge School. As a HLTA you will deliver Literacy Interventions and academic support to pupils according to their educational needs, in a way that maximise pupil's achievement and ability to develop.



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HLTA KEY AREAS & RESPONSIBILITIES

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- To create individualized literacy intervention plans for pupils based on their GL assessment outcomes
- To lead and model positive behaviour management with initiative-taking and purposeful approaches
- To support pupils in completing baseline assessments throughout the year
- To support the school's induction process by completing baseline assessments with new pupils
- To prepare and deliver literacy intervention plans and lessons
- To complete an overview of literacy interventions for each week
- To ensure a high standard of recording and reporting across the school
- To provide cover for Teachers if absent or as requested by SLT
- To provide literacy support within a classroom setting alongside the teacher and class LSA
- Complete administrative duties such as pupil overviews, end of term and annual reports, literacy intervention plans etc.
- To work collaboratively with Teaching staff to contribute to the cycle of evaluating and adjusting lessons to suit the literacy needs of pupils
- Prepare a high level of adapted and differentiated resources to support literacy interventions
- Assess the pupil's progress within literacy interventions, including setting targets

Safeguarding, Health, and Well-being

The post holder will:

- Report issues/incidents, safeguarding or concerns relating pupils promptly to the Designated Safeguarding Lead or Deputy Safeguarding Officer
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our Safeguarding and Child Protection policies.
- Be aware of and comply with policies and procedures relating to Health, Safety and Security, Confidentiality, and GDPR, and report all concerns to a member of SLT

Other Duties and Responsibilities

- Promote the inclusion and acceptance of all young people within the classroom and wider school setting
- Work consistently whilst recognising and responding to the individual needs of the pupils and young people
- Adapt your approach to support the pupil's needs across the school
- Encourage young people to interact with and work co-operatively to engage in all aspects of school life
- Implement agreed literacy intervention programmes, adjusting activities according to the young person's needs and assessment outcomes/targets



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- Accompany teaching staff and young people on visits, trips and out of school activities as required
- Assist with the supervision of young people out of lesson times, such as break times and lunch times
- To undertake relevant training each week to ensure your own development
- To participate in Team Around the Child each day, and Team Meetings each week.

Teamwork and collaboration.

The post holder will:

- Work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, and take on additional responsibilities to the role, commensurate with their qualifications, experience and the situation.

PERSON SPECIFICATION

Qualifications & Training		
To have achieved HLTA status or have equivalent experience of at least 2 years	✓	
To have Maths and English at GCSE Grade C or equivalent.	✓	
Experience	Essential	Desirable
Experience of working with pupils with ASC, special needs, or complex needs		✓
Experience working in an educational setting	✓	
Experience of working in a leading / supervision role		✓
Skills		
Has the ability to lead a team	✓	
Good ICT skills, particularly using ICT to support learning & development	✓	
Ability to adapt lesson plans and activities to meet individual pupils' needs & EHCP.	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Knowledge of effective behaviour management strategies	✓	
Excellent communication skills, verbal and written	✓	
Good organisational and time management skills	✓	



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Other		
Commitment to the values of the Organisation	✓	
You must be able to work the hours and days as advised on the job description	✓	
Full Driving licence	✓	

The hours and the job description may be modified depending on the needs of the school.

Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service) and will be required to subscribe to the DBS Update Service at the start of their employment.