

Hornsea School & Language College



Applicant Pack

Teaching Assistant – Level 1
Grade 3B (£19,584 actual salary)
32.5 hours per week, term time only
Fixed term until 31st August 2026

We are looking for an experienced and motivated individual to join our team of Teaching Assistants within our Learning Enhancement Department. The successful candidate will provide support for pupils with various special educational needs, some complex, including learning, medical and/or behavioural difficulties.

At HSLC, we are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and our ethos is very simple: be useful, be kind and insist that the students become the very best that they can be. Candidates therefore must be able to work independently, possess good communication skills and be a positive role model for our students.

If you believe in our vision and are passionate about making a difference to the lives of our young people then we are keen to hear from you.

To apply, please download an application form and email your completed application form to corkishr@hslc.co.uk before the closing date.

Closing Date: 9.00am, Monday 1st December 2025

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Teaching Assistant – Level 1.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; www.hslc.co.uk or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc_official](#) or Twitter – [@hornseaschool](#).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005, with our most recent inspection being in November 2021. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Teaching Assistant – Level 1.

The closing date for application forms is 9.00am, Monday 1st December 2025. Please submit your completed application form to corkishr@hslc.co.uk.

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

Yours sincerely



Steve Ostler
Headteacher



Job Description - Teaching Assistant Level 1

Job Title: Teaching Assistant Level 1

Accountable to: Head of Learning Enhancement/SEND CO

Overall Purpose of the Job:

- To provide specific assistance to children with special educational needs (learning, medical or behavioural) and/or disadvantaged students, within the school environment and on school outings and to provide general assistance to teaching staff in respect of these pupils.
- To have a clear understanding of the range of difficulties that students present in mainstream schools and to be able to demonstrate evidence and knowledge of strategies which can be implemented to enable these children to fulfil their potential and partake fully in all aspects of learning across the curriculum.

Key responsibilities:

Supporting Teaching and Learning

- To provide appropriate support to enable access to teaching and learning across the curriculum.
- To use student information to know what is required to support the teaching and learning activity, enabling students to make at least expected progress.

Student Support and Assistance

- To transfer student from lesson to lesson as and when necessary.
- To assist pupil(s) with personal hygiene, dressing or mobility and other physical activity as and when necessary.
- To meet and care for children arriving before, and awaiting transport home after school.
- To assist with the supervision of individuals, or groups of children during lessons, break periods and on school outings.
- To assist professional staff in the provision of specialist support with significant special needs.
- To provide first aid treatment and give prescribed medicine to pupils under medical supervision, when required.
- To assist professional staff, in the provision of speech or other therapy, under the direction of the appropriate service.

Routine Duties

- To undertake routine clerical duties, e.g. maintenance of simple records, reproducing work sheets, notes, display etc.
- To be able to use ICT, as required, to carry out the duties of the post in the most efficient and effective manner.
- To contribute to the review of pupils' progress, in writing, for termly and annual reviews, as required.

- To prepare and look after teaching materials and equipment.
- To store and retrieve the teaching materials and equipment as required.
- To assist professional staff with the administration of pupil assessment.
- To maintain appropriate liaison with parents, if required, at the request of the Head of Learning Enhancement/SEND/CO.
- To undertake break, lunchtime and before and after school duties, as required.

Generic staff requirements

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures.
- To actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion and demonstrate this within your role.
- To be responsible for your own health & safety, as well as that of others.
- To ensure the confidentiality and security of all the school's data, documentation and information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



HORNSEA SCHOOL & LANGUAGE COLLEGE

Person Specification - Teaching Assistant Level 1

Qualifications and Training	Essential	Desirable
• Good basic level of education • Evidence of appropriate and continuous professional development • SEN qualification, e.g. NVQ Level 2 Supporting Teaching and Learning	✓ ✓	✓

Experience	Essential	Desirable
• Experience of working with children and/or young people with SEND. • Evidence of working with students with a range of difficulties. • Ability to demonstrate evidence and knowledge of strategies that can be implemented to promote inclusion. • Experience of working with children with SEND within a secondary school environment.	✓ ✓	✓ ✓

Skills, knowledge and aptitudes	Essential	Desirable
• To have a clear understanding of the range of difficulties that students present in mainstream schools and to be able to demonstrate evidence and knowledge of strategies which can be implemented to enable these children to fulfil their potential and partake fully in all aspects of the curriculum and school life. • Knowledge of SEND Code of Practice and how this informs day-to-day practice within a secondary school. • Knowledge and understanding of Child Protection and Safeguarding issues in Schools. • To have an awareness of any relevant legislation, policies and practices in relation to SEND. • Good communication skills, both written and spoken. • Good ICT skills • Knowledge of the curriculum and an understanding of the expected progress students should make.	✓ ✓ ✓ ✓ ✓	✓ ✓

Personal Attributes	Essential	Desirable
• Energy, enthusiasm, optimism and ambition. • High standards of professionalism in all areas with a willingness to accept responsibility and respect confidentiality • Ability to build and maintain positive relationships through effective interpersonal skills • Effective Team player • A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students • Commitment to the school's ethos and actively promoting the policies and procedures of the school • Ability to self-organise, multi task and prioritise to meet deadlines • Personal impact and presence to inspire respect and confidence in pupils, colleagues and parents. • Willingness to get involved in wider extra-curricular activities.	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓

The above requirements will be measured through a range of methods including application form, interview process, references and criminal record checks.

HSLC the facts and figures

We have approximately 1200 students on roll, of which around 140 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglesthorne and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students.

- Rated Ofsted "Good" since 2005
- Our most recent results showed sustained improvement, with a Progress 8 score of -0.3 in 2024 – itself an improvement on the year before. We are proud to maintain a fully inclusive and broad curriculum, and remain confident that this upward trend will continue.
- Our latest ALPS score of 4 places us in the top 40% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Almost two-thirds of our Year 11 students achieved grade 4 or above in both English and Maths in 2025.
- 50% of our Year 11 students were entered for the Ebacc, significantly above the national average, reflecting our ambition and the strength of our academic provision.

MISSION:

- Actively Working to Broaden Horizons

VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



10 reasons to join team HSLC

1. 100% of staff said they were proud to be a staff member of HSLC (Autumn 2020);
2. You will receive support and line management from an experienced leadership team, with 100% of staff saying that the Senior Leadership Team are visible and approachable (Autumn 2020);
3. We have a highly effective centralised behaviour system (Positive Discipline) which ensures consistency and rewards good behaviour – there is minimal low level disruption in classrooms meaning you can make a real difference to our students in your job role;
4. There is a strong staff community and positive team culture which includes regular social events;
5. 100% of staff said that they understand the ethos of the school and that we are all working towards a shared vision and standards (Autumn 2020);
6. We realise that our staff are our biggest asset and we are committed and dedicated to their continuing professional development;
7. 100% of staff said that communication across the school is clear and effective (Autumn 2020);
8. We adopt subject specific policies that are focused on what is right for you as a department - we do not have bureaucratic and onerous policies;
9. 100% of staff that trained with us in 2019 said they were likely to apply to work at HSLC.
10. Access to an attractive benefits package including corporate discount at East Riding Leisure, discount card which can be used at a number of local and national businesses and access to either the Teacher Pension Scheme or Local Government Pension Scheme.



“ I really enjoy working here, everybody is so friendly. I couldn't wish for a better workplace.”
Miss Sanders, Teaching Assistant,
started September 2020

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A large, abstract red graphic in the bottom right corner, consisting of several overlapping triangles and polygons in various shades of red, creating a dynamic, geometric shape.