



Haslingden High School and Sixth Form

HLTA: Autism Lead

APPLICATION PACK



HEADTEACHER: MR R CLARKE (BA HONS)



VACANCY INFORMATION

HLTA : Autism Lead

Required ASAP

Grade 7, Point 19 to 25

Actual salary:

£26,960 -£30,577 - less than 5 years' service

£27,699 - £31,415 - 5 years' service and over

37 hours per week (Monday – Thursday 8.00 am – 4.00 pm, Friday 8.00am – 3.30pm with ½ hour lunch)

Term-time only + 5 Inset days

Required September 2025

We are currently seeking to appoint a hardworking, committed and enthusiastic individual to work within our learning support faculty. We are looking for someone who would describe themselves as a team player, as possessing a positive mindset and someone who will maintain a solution focussed approach. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Applications close: Thursday 10 July 2025 9.00am

Interview date: Tuesday 15 July 2025



Haslingden High School and Sixth Form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant,

I am delighted that you are interested in the post of **Higher-Level Teaching Assistant: Autism Lead** at Haslingden High School and Sixth Form.

The Governors are seeking to appoint an enthusiastic, skilled and dedicated HLTA to support the school's drive towards 'Achievement for All'. The successful candidate should have experience against the job description accompanied by a successful track record. They should have the vision and energy to inspire and motivate colleagues as well as the mindset to overcome challenges and solve problems.

Haslingden High School is a high performing school and has an excellent reputation both locally and beyond. The school is significantly oversubscribed for the 270 places available annually in Year 7. We have wonderful students who are proud to be part of our school; a committed, talented staff and excellent facilities. We can look to the future, however uncertain it currently appears nationally, with confidence. We were inspected by Ofsted in May 2022 and they acknowledged the many significant strengths of the school in what is a very pleasing report, rating it as good.

Our GCSE results have been consistently strong in recent years. Our students performed exceptionally well given the challenges that they have faced and we remain very proud of all we have achieved together as a school community. We have a successful sixth form where students make strong progress and many of them choose to go on to university, the vast majority at their first choice of establishment.

In order for our school to operate in a smooth and effective manner, we know that we need the support of all colleagues and teams. We are very fortunate that our support staff are a highly effective and hardworking team who underpin all the great work that we do.

Haslingden High School seeks to provide an outstanding holistic education for our students. Whilst achieving fantastic examination results is one of our core aims, our remit is much wider. We endeavour to equip all our students with the skills for further study and the world of work; provide them with the tools to develop their own set of values and beliefs conducive to being a good citizen; and provide an extensive range of extra-curricular activities for students to develop their own interests and aptitudes.

The successful applicant will find caring, friendly and supportive colleagues, committed to providing the very best life chances for all our students. We look forward to receiving your completed application form together with an accompanying letter (of no more than two sides of A4 font size 10), outlining how your skills and experience have prepared you for this role and what we could expect from you in the first 12 months in post. The closing date for applications **Thursday 10 July at 9.00 am** with interviews scheduled for **Tuesday 15 July**.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory enhanced DBS clearance and references.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Clarke'.

Mr R Clarke
Headteacher



OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

We strive to:

Create successful learners, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges

Ensure all students experience an exciting, ambitious and inclusive curriculum that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners

Provide access to a wide range of opportunities and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations

Work in partnership to offer a personalised approach to care, guidance and support that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices

Guide students, helping them to become kind, resilient and ethical individuals who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

JOB DESCRIPTION



POST TITLE:	HLTA: Autism Lead
GRADE:	Grade 7 Point 19 to 25
CAR USER:	N/A
LOCATION:	Haslingden High School
RESPONSIBLE TO:	SENCo

Purpose of your job:

To support students with Special Educational or Learning Needs to enable them to achieve their full potential at school. To lead on Autism provision at Haslingden High school.

Job context and working arrangements:

Your direct Line Manager will be the SENCO under the leadership of the Deputy Headteacher. Your line manager will support with day to day organisation and long-term development aspects of your role, working as part of a team for the benefit of the students.

Specific Responsibilities:

Autism Lead: You will work as a Key Worker for a number of students in the school with autism and in collaboration with the SENCO you will lead the development of good autism practice throughout the school.

Roles and Responsibilities:

As a knowledgeable and skilful autism practitioner you will:

- Build essential relationships with autistic and neuro-diverse individuals and their families
- Be an experienced, proficient and person-centred practitioner
- Act as a mentor and keyworker for autistic and neuro-diverse students across all key stages.
- Write comprehensive support plans for students with autism.
- Support teaching staff to build in strategies which support autism and neuro-diverse students.
- Share good practice with colleagues
- Support teaching staff professional development in aspects of autism and teaching students with autism
- Run autism friendly interventions such as social skills groups and a communication groups
- Help run an autism friendly breakfast club and extra-curricular activities
- Manage referrals from across school and early identification of need

In addition to your Specific Responsibilities, you will also be a HLTA for SEN students across the school which will involve:

Supporting the School

- Provide pastoral support and mentoring to identify students in conjunction with colleagues
- Employ and support additional strategies to support students and prevent underachievement
- Be aware of confidential issues linked to students/staff and act appropriately, seeking advice if unsure
- Be a positive role model for students in terms of behaviour, conduct, attendance and work ethic
- Attend appropriate INSET days and meetings
- Liaise, advise and consult with other members of the Learning Support Team, other staff in school or outside agencies to support student learning and care
- Refer students for additional support as appropriate in conjunction with the SENCo
- Maintain and support a positive ethos for learning and care across the school, upholding and enforcing policies and procedures
- Support autistic and neuro-diverse students regarding behaviour and school procedures/policies.

Supporting the Student

- To develop a knowledge and understanding of the needs of identified students
- To promote self-esteem and confidence by developing empathy with the students
- To maximise the learning potential of students by:
 - Helping to clarify and explain instructions
 - Encouraging concentration
 - Helping with the completion of work
 - Assisting with the use of equipment
 - Using appropriate questioning techniques to support learning
 - Meeting physical needs as required whilst encouraging independence
 - Liaising with the subject teacher and SENCo about student profiles
 - Developing appropriate resources to support students
 - Assisting in areas of development, e.g. reading, spelling, handwriting, behaviour, social communication and interaction etc.
- To develop, in conjunction with the curriculum leader, clear, rigorous and measurable strategies for addressing student underachievement and implement them
- Liaise closely with teaching staff to ensure that your support is part of a coherent, structured package to benefit each student
- Act as a 'key adult' for identified students, as appropriate and agreed, with a clear framework and targets to achieve
- Use school tracking and monitoring systems to measure progress and evaluate support
- Liaise, where agreed, with outside agencies to support students
- Develop positive relationships with the parents of autistic and neuro-diverse children and keep meticulous records of parental communications
- Support with reintegration plans and make joint home visits where necessary
- Attend team around the family meetings as a school representative where required

Supporting the Subject Teacher

- Plan in advance with the teacher, the short term and long-term goals and strategies for supporting each student
- Assist the subject teacher with accessing appropriate SEN information
- Help record progress made by the student
- Provide regular feedback about students being supported to the teacher
- Participate in the evaluation of the support programme
- Provide advice to staff on methods of differentiation to help the students to learn as effectively as possible
- Work closely with the subject teacher to understand and support assessment strategies that will enable each student to progress
- Support students with the completion of controlled assessments, coursework and homework where appropriate including the use of access arrangements.
- Liaise, as appropriate and agreed, with parents and other support services to help focus student achievement in the classroom and with homework

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



HLTA: Autism Lead

Qualifications	
Essential	Desirable
Evidence of : <ul style="list-style-type: none"> Autism specific qualification and/or alternative qualification (SEND) HLTA and/or experience in a support role in an education setting Experience working with students with autism Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children	Evidence of: <ul style="list-style-type: none"> High levels of supporting student learning Continuous on-going Professional Development Willingness and desire to undertake further professional development and training Education to degree level
Knowledge and skills	
Essential	Desirable
Evidence of: <ul style="list-style-type: none"> Successful experience in supporting students. The ability to manage behaviour effectively to ensure a good and safe learning environment. Ability to challenge and support all students to do their best Understanding of autism, how this presents in different students and effective strategies for working with these students especially regarding school refusal in the autistic community 	Evidence of: <ul style="list-style-type: none"> Knowledge of recent initiatives and issues in education Having an extensive knowledge and well informed understanding of a range of learning, teaching and behaviour management strategies Experience of developing and supporting personalised reintegration plans for autistic students.
Personal skills:	
Essential	Desirable
Evidence of: <ul style="list-style-type: none"> Holding positive values and attitudes and adopting high standards of behaviour in a professional role An understanding of, and commitment to, equal opportunities for all students Genuine commitment to high quality teaching 	Evidence of: <ul style="list-style-type: none"> A willingness to participate actively in the life and work of the school to support the ethics and culture
Professional Attributes:	
Essential	Desirable
Evidence of: <ul style="list-style-type: none"> Highly effective communication skills with both children and adults Effective time management skills and an ability to meet deadlines and work under sustained pressure Commitment to implementing whole school policies relating to the safeguarding of children 	Evidence of: <ul style="list-style-type: none"> Proven track record of successful teamwork

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WELLBEING & MENTAL HEALTH

OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



"Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to vacancies@haslingdenhigh.com

If you have any questions, please do not hesitate to get in touch.



Haslingden High School and Sixth Form

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www.haslingdenhigh.com



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