



EMMANUEL COLLEGE

*Emmanuel Schools Foundation*

HLTA  
(HIGHER LEVEL TEACHING ASSISTANT)

VALUED, CHALLENGED, INSPIRED





“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

# WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a HLTA at Emmanuel College. We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

Emmanuel College is an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn.

These high standards are maintained because of a relentless commitment to expectations and routines. As Acting Principal, I am looking for staff who care deeply about securing the best life chances for the young people in our care. I am also interested in learning about you as a person

and what you might offer the College beyond your core responsibilities.

Emmanuel College is an outstanding school, validated by Ofsted in October 2024, in which we achieved 'Outstanding' in all categories. Our continued exceptional GCSE outcomes in 2025 validated this judgement. However, we believe that we are an outstanding school, ultimately not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about their day and looking forward to strengthening the relationships they have with colleagues as well as students. If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

  
Nat Ogborn  
Acting Principal



# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

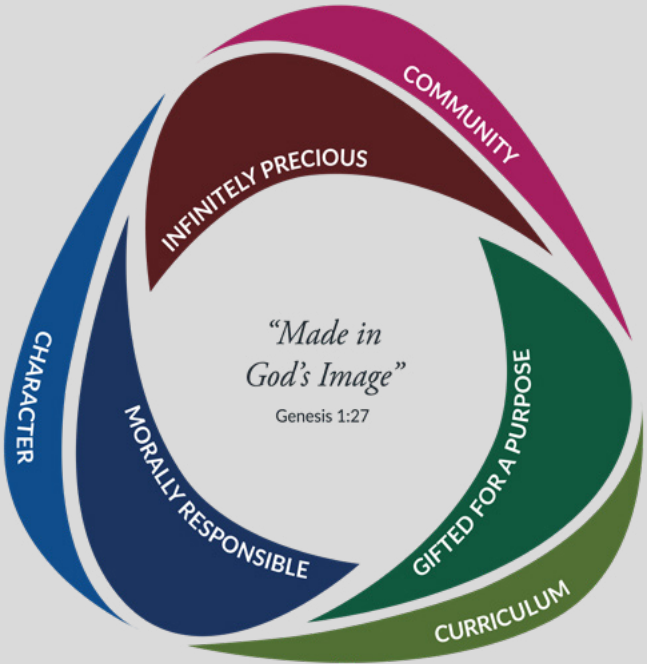
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES



“  
ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”





“  
SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”

## SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!







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OPEN MINDS, A THIRST FOR  
KNOWLEDGE AND INTELLECTUAL  
ACADEMIC CURIOSITY”

# ACADEMIC EXCELLENCE

The Emmanuel College curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

## Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

## Emmanuel College is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.





# THE PERSON

We expect all applicants to be well qualified, self-motivating, adaptable and imaginative, and keen to join a team that is committed to achieving academic excellence amongst students of a wide ability range in both Key Stage 3 and Key Stage 4.

You will support the delivery of plans to support students with special educational needs and disabilities who are struggling to engage consistently with our mainstream provision by using assessment information and your professional judgment to ensure that they make exemplary progress. You will particularly focus on leading and managing personalised adjustments to the curriculum to support students facing challenges with lesson attendance and engagement in lessons through our SEND Base provision. This role will involve working closely with the Assistant Vice Principal (Student Support), Deputy SENDCO and subject leads to ensure students continue to cover a broad curriculum whilst working from our SEND base.

You will also ensure that students receiving these curriculum adjustments also access therapeutic provision

and then are carefully supported to re-engage with a full mainstream curriculum. You will also play an important role in supporting students to develop their emotional resilience, while liaising with other staff members to ensure coordinated support.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and values. There is a remarkable unity of purpose within the current staff team as individuals unite around our core beliefs that people are infinitely precious, gifted for a purpose and morally responsible. A desire to work with the most deprived in our communities and those with low academic starting points, as well as with the most able and those from more privileged backgrounds, is an essential prerequisite.

If, prior to submitting your application, you wish to visit Emmanuel College to find out more about the role and the College, then you would be most welcome.

GENERAL  
INTEREST

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**WE BELIEVE IN EXCELLENCE IN  
CHARACTER DEVELOPMENT,  
LEARNING ACROSS THE  
CURRICULUM AND SERVICE  
TO OUR COMMUNITIES”**







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**A PLACE WHERE EVERYONE IS  
WELCOME AND SAFE”**

# THE **ROLE**

The HLTA will work closely with the Assistant Vice Principal (Student Support), Deputy SENDCO to:

**Provide oversight, leadership and management of the SEND Base, including:**

- Providing tailored support to students who struggle to attend lessons or need time out of class due to emotional or anxiety-related challenges.
- Ensuring a clear structured timetable is in place for all students who need curriculum adjustments ensuring that they are supported to access and complete curriculum content equivalent to their peers, and continue to make exemplary progress.
- Help students access online learning platforms, ensuring they continue their education during periods of absence from class.

**Deliver high quality interventions that support students to achieve their academic personal best and grow in character, including:**

- Leading interventions aimed at supporting students with social, emotional, and mental health difficulties.
- Designing and implement strategies that help students build confidence, manage their emotions, and reduce anxiety.
- Regularly assessing the progress of students within interventions and adjust strategies accordingly.

**Support the work of the Assistant Vice Principal (Student Support) and Deputy SENDCO in providing high quality, inclusive education for all students, including:**

- Working closely with the SEND team, pastoral staff, teachers, and other colleagues to ensure a coordinated approach to student support.
- Attend regular meetings with key stakeholders to share insights and updates on student progress, and completing associated paperwork as required.
- Ensure that highly frequent communication takes place with parents / carers of students receiving curriculum adjustments so that they are best placed to support provision for their children.



# THE OPPORTUNITY

This is a rare opportunity which would suit someone wanting to make a difference in the lives of our students.

## PERSONAL SPECIFICATION

You will have:

- 5 GCSEs or equivalent A\*-C, including maths and English;
- experience of working with and supporting students;
- high expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults;
- sound knowledge of safeguarding;
- a strong intellect underpinned by a clear moral compass, instinct and intuition;
- strong communication and excellent literacy skills;
- be competent in using Microsoft applications;
- be confident in using technology;
- the ability to plan, organise and prioritise effectively;
- a conscientious and diligent work ethic;
- a commitment to the College's Christian ethos and educational purpose.

## PERSONAL ATTRIBUTES

The successful candidate will:

- be strongly self-motivated and personally resilient;
- possess exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness;
- be passionate about fostering a love of learning;
- be pro-active in using initiative;
- be creative, constructive, insightful and have an innovative approach to problem-solving;
- be willing to take a hands-on approach as necessary;
- possess the ability to work under pressure, prioritising own workload;
- be firm but tactful and diplomatic; friendly and professional;
- work with complete discretion and confidentiality.



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**A PLACE WHERE ALL  
STUDENTS AND STAFF HAVE  
EQUALITY OF OPPORTUNITY  
AND SUPPORT”**





# APPLICATION DETAILS

## Vacancy details:

Term time only plus three days

Monday to Friday – 40 hours per week

SCP11-14 (actual pro rated salary of 25,784 - £27,065 per annum)

## How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit [www.emmanuelcollege.org.uk](http://www.emmanuelcollege.org.uk) or call HR on email [hr@emmanuelctc.org.uk](mailto:hr@emmanuelctc.org.uk). A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.





**EMMANUEL COLLEGE**

*Emmanuel Schools Foundation*

Acting Principal Nat Ogborn MA

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**EMMANUEL SCHOOLS  
FOUNDATION**