



# HLTA SEN



## Hillbourne Primary School

<b>Location:</b>	Hillbourne Primary School
<b>Contract:</b>	30 hours per week, term time only (39 weeks per year) 08.30am to 3.00pm (with 30 minute lunch break)
<b>Salary:</b>	Grade F: Between £19,855 to £21,538 per annum (actual) £28,598 to £31,022 per annum full time equivalent
<b>Application deadline:</b>	24 <sup>th</sup> April 2026
<b>Interview date:</b>	TBC
<b>Start Date:</b>	1 <sup>st</sup> June 2026/asap

Hillbourne Primary School is a happy and inclusive school for children aged 4-11 years old located in the Broadstone area of Poole, Dorset.

We strongly believe in working together as a team and welcome all children and their families to become part of our school community. It is our aim and belief that all children will thrive with our core values; 'Be Ready, Be Respectful, Be Safe.' All three core values are understood by all, demonstrated by all and driven by all.

The team at Hillbourne Primary School is passionate about equipping our unique children with the essential knowledge and skills they need for their next stage in education and beyond. We are delighted to share the report from our latest Ofsted inspection in February 2025, that judged our school to be Good overall with Outstanding 'Personal Development' and 'Leadership and Management'. The inspectors commented that 'Exceptional leadership at all levels underpins the success of the school'.

You will be joining a dedicated team that is passionate about making a difference and committed to nurturing the whole child. As a member of our team, you will have the opportunity to shape learning experiences that are creative, inclusive, and meaningful. We are committed to the professional development and wellbeing of our staff. We offer high-quality training, mentoring, and opportunities for career progression.

Hillbourne Primary is in the Hillary Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Hillary Partnership is a multi-academy partnership based in Poole. The partnership enables local schools to work together to develop a strong education for all our children.

### **Role Summary:**

Hillbourne Primary School are seeking to appoint an Higher Level Teaching Assistant (HLTA) with a focus on SEN and supporting the internal provision.

In this role, you'll play a key part in shaping exceptional support for our pupils with special educational needs. Working closely with the SENCo, you will help drive the strategic development and delivery of our SEN provision, ensuring every child receives the personalised support they need to thrive. You'll also be involved in the day-to-day coordination of tailored interventions for pupils with SEN or disabilities, collaborating closely with staff across the school—including our designated safeguarding lead—to create a safe, inclusive and nurturing environment where all learners can succeed.

### **We are seeking a professional individual who:**

- Understanding of Special Educational Needs (SEN) policies and practices.
- Experience in supporting pupils' educational and emotional needs.
- Is able to advocate for pupils' inclusion and access to the curriculum.
- Is able to build and maintain good relationships
- Is a natural multi-tasker with strong organisational and administrative skills
- Has excellent written, communication and interpersonal skills

### **What we offer you:**

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

### **About Hamwic Education Trust:**

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

### **Application Procedure:**

If you would like to discuss the role further, please contact Laura Bennett, Headteacher, by emailing [l.bennett@hillbourne.poole.sch.uk](mailto:l.bennett@hillbourne.poole.sch.uk) to arrange an informal chat or have a tour of the school. Potential

candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to [l.bennett@hillbourne.poole.sch.uk](mailto:l.bennett@hillbourne.poole.sch.uk)

**CV's will only be accepted along with a completed application form.**

**Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.**

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.