

Our Community, Our School



HADLEY LEARNING COMMUNITY

Higher Level Teaching Assistant
(HLTA)

Primary Phase



Higher Level Teaching Assistant (HLTA)

Fixed term

Scale 5 | Term Time only | 30 hours per week

Salary £19,055.33 to £20,338.86 (actual)

To start January 25

Thank you very much for taking the time to consider the post of HLTA at Hadley Learning Community Primary Phase. HLC Primary is part of the Learning Community Trust and benefits from the support and experience of a wide range of schools. We provide excellent CPD for staff at all levels. We have a fantastic team of experienced teachers and support staff who work together to provide the best outcomes for our pupils.

The school is popular with local families and has been oversubscribed for the last few years. Due to the size of our school, there is opportunity for all staff to progress and develop their skills. The school was graded 'Good' in all areas by OFSTED in June 2022 and we are looking for a HLTA to join our team of staff. Please see our website for further information www.hadleylearningcommunity.org.uk/primaryphase

HLC is a culturally diverse school and welcoming of children and families from a range of different cultures and backgrounds. Our children work and play harmoniously together. We are fully committed to practicing our school motto – 'Our community, our school'. As such, we encourage our children to show respect, understanding, tolerance and courtesy towards each other, our staff, and visitors

The Senior Leadership team consists of the Headteacher, two deputy Head teachers and three Assistant Head Teachers who lead the work of the school at a strategic level. We have a large teaching team who provide high-quality education to our pupils, organised into mixed-ability classes with 90 children per year group from Reception to Year 6. We also have a morning and afternoon school Nursery with up to 30 pupils in each session. There is

an extensive team of support staff including Pastoral Support Managers, Learning Support Mentors, and a Family Support Worker.

The school has a bespoke curriculum which promotes a progressive, cross curricula approach to learning with reading and STEM as its drivers. Staff have every opportunity to plan highly creative and engaging learning activities for their classes.

We are seeking to appoint an excellent practitioner to join our support staff team. It is a fantastic opportunity to join our school as it continues to go from strength to strength. Our school strives to ensure that learning at HLC is exciting for our young people.

We are looking for a candidate who has experience as a HLTA or teaching assistant and has the desire to develop their skills in our large school.

The newly appointed HLTA will work across a number of year groups to cover class teacher's PPA time. Your own personal PPA time will be built into your timetable. The class teachers will support you with the planning and teaching of lessons. All information about the children is shared with staff, to ensure that individuals are supported in order to make maximum progress in every lesson.

Salary & conditions

Conditions: The post is fixed term until August 2025

Salary: £19,055.33 to £20,338.86 per annum (actual)

We are looking for someone who will fully embrace the opportunities that HLC has to offer. A comprehensive CPD and induction package will be designed for the successful candidate. Visits to the school are welcomed.

For an application pack or more information, please contact Emma Petford on:
Tel: 01952 387191 or emma.petford@lct.education

Interviews

Closing date for applications: 12th January 2025 at 10am

Interviews: week beginning 12th January 2025

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy <https://hadleylearningcommunity.org.uk/primary/policies/>



HADLEY LEARNING COMMUNITY

Name of post holder

Title of post: **HLTA**

Salary scale: Scale 5

Point on scale: To be agreed

Contracted working weeks: Term time only

Hours per week: 30 hours weekly

Daily working hours: 8:20 am – 2:50pm

Lunch break arrangements: 30 minutes (unpaid) to be agreed

Specific responsibilities for HLTAs

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement of all pupils including those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- To cover and lead class teaching as and when appropriate.
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons.
- Use areas of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how they will support the inclusion of pupils in the learning activities.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Whole-school organisation, strategy and development.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.
- Deliver first aid and medication to pupils where appropriate.

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

The HLTA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Line manager (also responsible for performance management)

Deputy Headteacher

Review arrangements

This document will be reviewed to address school needs and developments. However, either party may raise issues at any time that is appropriate.

Signed.....(Post holder)

Signed.....(Headteacher)

Date.....

An electronic copy of this document will be kept with your personnel records.

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Person Specification for support staff (Higher Level Teaching Assistant)

Essential

- 5 x GCSE including English and Mathematics or equivalent qualifications.
- High standards of written and oral communication
- To have high aspirations for pupils' achievement and learning.
- To be self motivated and well organised but flexible in approach to work.
- To be able to develop warm, positive and productive relationships with children across the school.
- Proficient in the use of ICT
- To be able to demonstrate patience, sensitivity and tact with others, including children, parents and staff.
- To enjoy being part of a forward-thinking team and approach change in a positive way
- To be committed to continual improvement and development
- To be a good communicator who can work well with all people in school

Desirable

- NVQ2 or equivalent
- NVQ3 or equivalent
- Early Years level 3 qualification
- Experience of working across Primary
- Experience of working in EYFS
- An interest in progressing to teacher training
- Experience of working within a school setting
- Experience of working with children and families

Selection process

Candidates will be selected from the following processes: -

- LCT Application Form
- Interview and pre-interview arrangements
- Observed 30-minute lesson
- References