



# **Market Drayton**

## Infant & Nursery School

Collaboration • Aspirations • Respect • Positivity

# **Higher Level Teaching Assistant Recruitment Pack**





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## The Offer at Empower Trust

**Mission:** 'Inspire, Empower and Achieve – a commitment to excellence'

**Vision:** 'To create a home for world class learning that improves the lives of each child in our family of schools.'

Our Vision and Mission statements are underpinned by our Trust Values:



Carla Whelan – CEO



Working for Empower Trust is rewarding in lots of ways. We value and appreciate our people and recognise our staff are instrumental to the success of the Trust. We therefore offer a wide range of exciting and useful benefits to all our employees:

### Career Progression and Staff Development

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Central Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.



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Market Drayton Infant and Nursery School offers a safe and secure environment that aims to support all aspects of a child's development; learners within it are emotionally secure and from this they can achieve their full potential.

We constantly aim to raise standards in learning and teaching.

I believe that all children, staff and members of the school community should achieve their potential and this is what we strive for in our school; learning is for life and we aim to encourage lifelong learning.

**Kerry Simmons**  
**Headteacher**

## Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health at Work Commitment and the Education Staff Wellbeing Charter

## Employee Assistance Programme

We are committed to ensuring everyone at Empower Trust gets access to the support they need for personal issues as well as any work-related worries. Our completely confidential Employee Assistance Programme offers numerous services:





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- Counselling and Mindfulness
- Physiotherapy Support
- Weight Management
- GP Helpline 24/7
- Cancer and Chronic Illness Support
- Menopause Support
- Nurse Support
- Whole School & Leadership Support
- Private Medical Operations
- Happier Healthier You – Wellness Programmes
- Staff & Financial Wellbeing

## Flexible and Family-Friendly Policies

Our employment policies are flexible and responsive to promote diversity and equality, as well as attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements, term time working and part time-roles; generous family leave packages; and compassionate or emergency leave.

## Pension Scheme

We offer an excellent pension scheme with either the Local Government Pension Scheme (support staff) or the Teachers' Pension Scheme which include death in service benefits. As well as employee's paying contributions into the scheme (banded, based on earnings level) Empower Trust also pays a generous contribution on your behalf.

## Cycle to Work Scheme

Save on the cost of the commute, promote a healthy lifestyle, and reduce your carbon footprint - all with our superb cycle to work scheme! Find the bike of your dreams and save up to 42% in tax and NI contributions. Whether it's a mountain bike, BMX, fixie, electric cycle, or one of those natty bikes with a basket on the front, get the wheels you really want; all at an affordable cost spread over 12 to 18 months.

## Other Benefits

- Eye care scheme
- Attractive annual leave allowance
- Free on-site parking
- In-house catering
- Financial wellbeing support
- Discounts for teachers – <https://www.discountsforteachers.co.uk/>
- BHM Extras - <https://www.blackhawknetworkextras.co.uk/>



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## The Opportunity at Market Drayton Infant & Nursery School

**Position:** Higher Level Teaching Assistant

**Terms:** Fixed Term Contract until 31.07.2025 in the first instance

**Start Date:** ASAP

**Hours/Days of work:** Tuesday to Friday 8:30am to 3:30pm, 6 hours per day. 24 hours per week

**Salary:** Grade 7 (SCP 12-17) from £13.69

**Weeks:** 43.60 Term Time Only

**Closing Date:** 09:00am on Monday 11<sup>th</sup> November 2024

**Interview Date:** Wednesday 13<sup>th</sup> November 2024

**Application forms** can be downloaded from - [Applications Forms](#)

In order to submit a completed application, please complete and return both our:  
Empower Trust Application Form  
& Empower Trust Recruitment Monitoring Form

### Tour

A tour of the school will be offered on the day of the interview for shortlisted candidates. If you'd like to get acquainted with the school beforehand, we encourage you to check out our virtual tour – [Market Drayton Infant & Nursery](#)

**Website:** [www.marketdraytoninfant.co.uk](http://www.marketdraytoninfant.co.uk)

**Address:** Market Drayton Infant & Nursery School, Longslow Road, Market Drayton, TF9 3BA

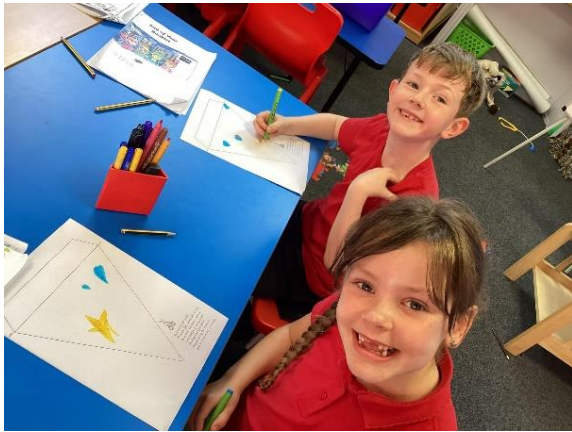
**Telephone:** 01630 652909

**Email:** [admin@mdinfants.empowermat.co.uk](mailto:admin@mdinfants.empowermat.co.uk)



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Market Drayton Infant & Nursery School and Empower Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to enhanced DBS clearance and other safeguarding checks. If shortlisted, you will be subject to an online search.

We are committed to equality and diversity.

## Context

We are seeking to appoint a highly motivated and enthusiastic Higher Level Teaching Assistant to support Early Years and KS1

The role requires:

- 1:1 and small group support and delivery of interventions
- General class support
- Delivering pre-planned lessons in the absence of the classroom teacher
- Providing support for students
- Managing the classroom and ensuring a positive learning environment
- Preparing resources and materials for lessons
- Assisting the class teacher with planning and assessment
- Collaborating with other members of the school team

The successful candidate will be passionate about enhancing children's life chances and have:

- HLTA qualification or equivalent experience
- Expertise and experience in supporting children in their learning
- High expectations of themselves and the children with whom they work
- Excellent communication skills
- Ability to work effectively in a team
- Strong organisational skills and ability to manage time effectively
- A positive and enthusiastic approach to teaching





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In return, we offer a caring and supportive whole-school ethos, an excellent team of staff and high-quality opportunities for professional development and collaborative working.



## **"An excellent, happy school where we enjoy learning"**

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our school vision is "to create a learning environment which encourages every individual to achieve their best in all aspects of their lives".

Our values underpin the vision statement and aims. At our school we especially value:

Collaboration: 'We work together to support and nurture everyone to achieve their aims'

Aspirations: 'We encourage each other to aim high and achieve their aspirations'

Respect: 'We are honest, thoughtful and considerate to ourselves, others and the world around us'

Positivity: 'We adopt a 'can do' and optimistic attitude'

These values underpin everything that we do in order to achieve excellence.



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## Application and Selection Process

All completed application forms should be submitted via email. Please note that CVs will not be accepted. Visits to the school during the application process can be arranged by appointment.







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## The Ideal Candidate

### Job Description

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

### Main Duties and Responsibilities

#### Support for Pupils

- Attend to pupils' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.
- Take a lead role in the supervision and support of pupils with special needs, and manage the supervision of those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations and promote self – esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills / training / experience to assess the needs of pupils and support their learning.
- Take a lead role in managing and delivering pastoral support to pupils, and assist in their social, health, and hygiene development.
- Arrange and develop 1:1 mentoring arrangements with pupils.
- Take a lead role in managing the speedy / effective transfer of pupils across phases / integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.

#### Support for the Teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.



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- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Manage the compilation of records, information, and data, and produce reports for analysis.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical / administrative support e.g. dealing with correspondence, analysing data on attendance / exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.

## Support for the Curriculum

- Support pupils in understanding instructions.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, early years etc. as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Prepare, maintain and use specialist equipment / resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock and supplies.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Appreciate and support the role of other professionals.



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- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

## Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required.

## Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.



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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Higher Level Teaching Assistant (HLTA) status</li> <li>Teaching Assistant Induction Training</li> <li>Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants)</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>At least 6 years relevant experience working in an educational setting</li> <li>Experience of classroom administration support</li> <li>Ability to plan and organise effectively</li> <li>Ability to work with small groups or an individual pupil</li> <li>Ability to supervise whole classes</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>An in-depth and detailed knowledge of school based education including child development</li> <li>National learning strategies including Literacy and Numeracy</li> <li>Non-school based support agencies</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>Good communication skills and ability to relate well to children, staff and parents</li> <li>Evidence of working well as part of a team</li> <li>ICT and the willingness to update skills and undertake further training</li> <li>Ability to plan, prepare and deliver learning activities to groups and whole classes</li> <li>Management skills</li> <li>Ability to train, supervise and develop other staff</li> <li>Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>Flexibility and reliability</li> <li>Willingness to develop skills with further training</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	



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## Probationary period for support staff in school.

The support staff probationary period consists of a structured programme of review meetings held over the course of the first six months in the post. This period is consistent for all qualifying support staff. The programme is aimed at assessing and reviewing the employee's performance, capability and suitability for the role. Shortly before the end of the first month of employment, the headteacher/line manager will hold an initial meeting with the employee to review their progress to date. This will be followed by further probationary review meetings prior to the completion of two months, four months and six months service. The programme will include:

- identification and discussion of any problem areas at the earliest possible time;
- recognition of meeting work standards and strengths;
- the provision of regular constructive feedback; supervisory support and guidance;
- the provision of any necessary training and coaching within reasonable parameters set by the headteacher/line manager;
- setting and reviewing performance objectives;
- any Health and Safety or Equality and Diversity issues.



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## Privacy Notice – Job Applicants

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

### What is personal information?

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

### Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.



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To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data outside of the recruitment process. If you do not consent to the holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

## **What data do we hold on you?**

The personal data we hold regarding you can include, but is not limited to:

- Your name and address
- Email address and telephone number
- Date of birth
- Equal opportunities monitoring information
- Your nationality and entitlement to work in the UK
- National insurance number
- Information about your current salary and benefits
- Qualifications and skills
- Work experience and employment history
- Information about your criminal record
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

## **Who has access to your personal data?**

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

## **How do we protect applicants' personal data?**

Our servers and storage systems are based in the UK, and we have ensured that appropriate safeguards are in place to protect your personal data.



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We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure we use encrypted devices, passwords, virus protection and firewalls.

## What rights do you have in relation to your information?

You have the following rights in relation to your personal data:

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
  - Direct marketing.
  - Processing for scientific/historical research and statistics.
  - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowertrust.co.uk](mailto:admin@empowertrust.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.