

Burnopfield Primary School,
Front Street, Burnopfield,
Newcastle Upon Tyne NE16 6PT

Co-Headteachers
Mrs R Brunton and Mrs C Thompson



Tel: (01207) 270397

Email: burnopfield@durhamlearning.net

 **Burnopfield Primary** @Burnopfield_sch

 www.burnopfieldschool.co.uk

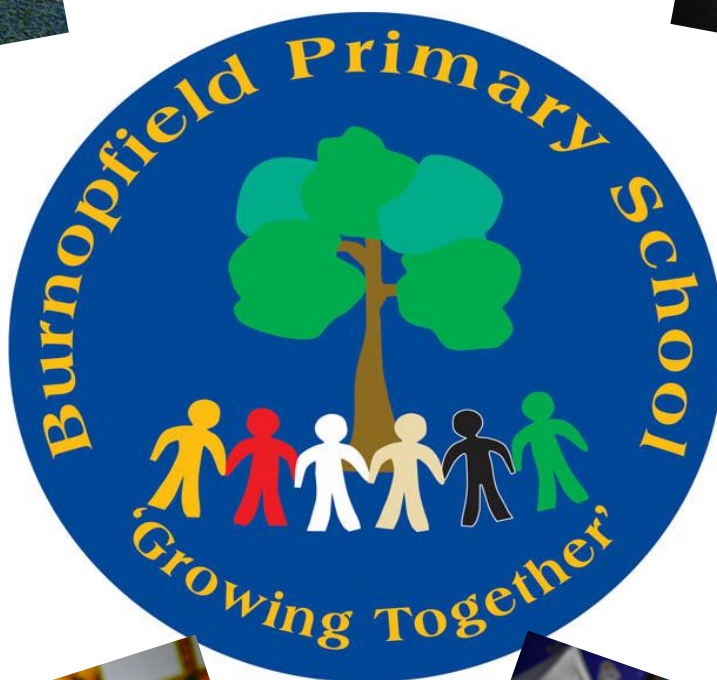
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Burnopfield Primary School

HLTA

Application Pack

2022





Dear Applicant,

Thank you for your interest in the post of HLTA at our school. We enclose a copy of the job description, person specification and an application form. All applications must be sent directly for the attention of Mrs C Thompson and Mrs R Brunton to the address above and must meet the deadline of **Friday 20th May at 12pm.**

Why Join us?

“A happy and vibrant school where pupils develop a love for learning” Ofsted 2018.

We are a thriving school at the heart of the community, working in close partnership with our parents and local schools to ensure the success of our children and support their continued learning journey.

- We provide an engaging curriculum which centres around our key drivers - Inspiration, Aspiration, Adventure, Healthy Body and Healthy Mind, Respect and Growth Mindset.
- We have a dedicated and committed staff team with a child-centered approach.
- Our spacious, beautiful grounds including an Adventure Garden and Forest School space allow us to embed quality outdoor learning opportunities into our curriculum.
- A safe, caring and happy environment, which recognises and actively promotes children's emotional wellbeing, happiness and social development.
- We are a thriving school at the heart of the community, working in close partnership with our parents and local schools to ensure the success of our children and support their continued learning journey.
- We encourage and challenge our children to be passionate about learning.
- We provide enrichment opportunities to help raise aspirations, develop passions and create lifelong memorable experiences.

Can you?

- Display high standards of classroom practice?
- Demonstrate flexibility and enthusiasm?
- Promote high expectations of children's achievement and behaviour?

- Prove your passion for teaching and learning?
- Consider the needs of all learners and support our school's inclusive ethos?
- Support or lead a subject area?
- Develop an area of your own interest within school?

If this could be the school for you we look forward to receiving your application.

Due to the anticipated popularity of this post, we would strongly recommend that you arrange to visit us so that you can get a flavour for our school and its caring and inclusive ethos. Please call the school office to arrange an appointment on 01207 270397 or email burnopfield@durhamlearning.net.

Key dates

Visits to school appointments.

Thursday 12th May 2-5pm

Closing date - Friday 20th May 2022

Shortlisting - Monday 23rd May 2022

Formal Interview - Thursday 9th June 2022

Yours Sincerely,

Mrs C Thompson and Mrs R Brunton

Co-Head Teachers

Job Description

Job Description: Higher Level Teaching Assistant Job Description (Grade 7)

Responsible to: Co-Headteachers

Main Job Purpose

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils, school policies and strategies.

To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required within agreed systems of supervision.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main responsibilities

Support for Pupils, Teachers and the Curriculum

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision;
- Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
- Provide short- term cover of classes – both in planned and in unexpected non-timetabled situations, including PPA cover;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning;
- Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate;
- Use teaching and learning objectives to plan, evaluate and differentiate lessons/work plans as appropriate within agreed systems of supervision;
- Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils' learning;
- Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;

- Provide support to pupils in more specialist areas of learning;
- Teaching Assistants at this level are expected to undertake at least one of the following and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required:
 - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND)
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists;
- Contribute to the development and review of Support plans for pupils and implement them effectively. Including attendance at, and contribution to meetings such as TAFs;
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
- Take responsibility for pupils on visits, trips and out of school activities as required;
- Contribute to the development of school policies and procedures;
- Manage the work and development of other classroom support staff where appropriate;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources in line with school policy;
- Maintain a clean, safe and tidy learning environment;
- Liaise with external agencies as required;
- Provide pastoral care to pupils;
- Be responsible for pupils who are not working to the normal timetable;
- Assist pupils with eating, dressing and hygiene, as required and in line with School Policy, whilst encouraging independence where possible;
- Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring, assessing and managing classes
- Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
- May be asked to Administer medication subject to agreement and in line with school policy;
- Invigilate examinations and tests;
- To actively participate in the Ofsted process with regard to specialisms;
- Prepare and present displays;
- Support the use of ICT in the curriculum.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to a designated lead;
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are not exhaustive and the post holder will be expected to undertake any duties that may reasonably fall within the level of responsibility and the competence of the post as directed by the Co-Headteachers.

BURNOPFIELD PRIMARY SCHOOL
HLTA
PERSON SPECIFICATION AND CRITERIA FOR SELECTION

Category	Essential	Desirable	How identified
Application	Fully supported in reference Well structured supporting letter indicating beliefs Understanding of important educational issues		AR
Qualifications	HLTA qualification or equivalent GCSE Grade C or above in Maths and English	Previous experience of working in a Primary School First Aid	AR
Experience	Ability to demonstrate high standards of classroom practice in either Key Stage One or Key Stage Two either small groups or whole class Excellent knowledge of primary curriculum Excellent behaviour management skills Ability to plan , prepare and deliver learning to small groups and classes under the direction/ supervision of a teacher to cover for PPA, NQT time and Teacher absence	An interest/experience in teaching and learning styles Ability to enhance the learning environment with creative displays	AIR CO
Professional Development		Evidence of ongoing professional development	AIR
Special Knowledge	Detailed knowledge of the structure and content of the National Curriculum Detailed knowledge of assessment of children and how this informs planning and learning A clear vision and understanding of the needs of primary pupils including Special Needs Awareness of current issues in education Clear understanding of safeguarding		AIR CO
Personal Attributes	Ability to work as part of a team Committed and enthusiastic and can demonstrate sensitivity whilst working with others Ability to demonstrate a stimulating and innovative approach, making learning fun Caring attitude towards pupils and parents and ability to provide pastoral care Good health and attendance record	Willingness to take part in extracurricular activities and run clubs	AIR CO

	Evidence of being able to build and sustain effective working relationships with all members of the school community Ability to provide intervention groups Organisational skills Hardworking with a sense of humour!		
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How identified:**A** - application form**I** - interview**R** - reference**CO** - classroom observation