

Vane Road Primary School

HLTA Level 4

Pay Scale: Scale Point 15-22 (£26,225 - £29,435 Actual Salary)

Contract: 37 hours per week. Term Time Only + 5 PD days.

Permanent

Required January 2025

www.vaneroadprimary.co.uk

Telephone: 01325 300380



At Vane Road Primary School, everything we do is centered entirely on our pupils. We create educational opportunities and experiences that inspire and excite our children. Our staff are dedicated, highly skilled professionals who go above and beyond to create the education our children deserve.

We are looking to recruit an excellent, suitability qualified, enthusiastic and highly motivated Higher Level Teaching Assistant to take a leading role within our inclusive and aspirational school. You would be part of our wider family of schools within Lingfield Education Trust and have access to career development that comes from this.

The successful applicant must demonstrate:

- Current experience of planning and delivering lessons across the primary age range
- Ability to lead and organise support staff
- Excellent communication and team working skills
- Excellent organisational skills
- Primary Curriculum knowledge
- A willingness to 'go the extra mile' to meet the needs of all children

Closing date: Monday 3rd February 2025 at noon.

Shortlisting: Tuesday 4th February 2025

Interviews: Week commencing 10th February 2025

Application forms can be returned to our School Business Manager at l.tomkins200@thearchwayfederation.co.uk

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2022) will be undertaken before an appointment is confirmed.

**Vane Road Primary School
JOB DESCRIPTION**

POST TITLE : Higher Level Teaching Assistant

GRADE : Grade 7 (SCP 15-22)

REPORTING RELATIONSHIP HLTA will be a member of the support staff team and report to the Head of School and Executive Head

JOB PURPOSE : To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve a level of planning, organisation, preparation and delivery of learning activities

In addition to the main duties and responsibilities, the post holder, supported by the leadership team , will be required to:

- Under the guidance of the Senior Leadership Team and class teachers, plan, deliver and assess learning activities as part of a general school timetable
- Under the guidance of the Senior Leadership Team and class teachers, plan, deliver and assess learning activities to cover short term absences of colleagues

MAIN DUTIES/RESPONSIBILITIES

Under the guidance and supervision of the Senior Leadership Team the post holder will (to a level reflected by the grade of the post):

Support the Pupil by:

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations;
3. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs;
4. Promote independence and employ strategies to recognise and reward achievement of self-reliance;
5. Develop and implement SEND Support Plans / EHCP working documents;

6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Provide feedback to pupils in relation to progress and achievement.
8. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs;
9. Deliver learning strategies e.g. English, maths, speaking & listening, PSHCE, phonics and make effective use of opportunities provided by other learning activities to support the development of pupils' skills;
10. Use I.T. effectively to support learning activities and develop pupils' competence and independence in its use.
11. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
12. Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support the Leadership Team by:

1. Assisting in the planning and delivery of learning for individuals and groups of children. These programmes may be delivered in an unsupervised capacity.
2. Assisting in the smooth transition between educational phases.
3. Assist in organising and managing appropriate learning environment and resources.
4. Within an agreed system of supervision, plan challenging teaching and learning tasks. Discuss / evaluate and adjust lessons/work plans as appropriate.
5. Provide accurate feedback as required on pupil achievement, progress and other matters, providing appropriate evidence
6. Undertaking marking of pupils' work and work with Teacher to accurately record achievement/progress and contribute to raising achievement

Support the school by:

1. Being aware of the school's policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.
4. Being a member of a facilitation team
5. Participating in training and other learning activities and performance development as required.

6. Assisting with the supervision of pupils out of lesson times, including lunchtimes.
7. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
8. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
9. Carrying out your duties with full regard to the Trust Equality Policy and Inclusion Policy
10. Complying with Health and Safety policies and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Line management responsibilities, including:

1. Manage other teaching assistants / volunteers within the classroom
2. Liaise between Teacher and support staff within the Team
3. Hold Team Briefings in the absence of the Teacher and contribute to weekly Team meetings with Colleagues, including across other Inclusion Provisions.
4. Offer mentoring and support for other teaching assistants.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 4

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification		D1	Qualified / Trained First Aider	
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent				
	E3	Higher Level Teaching Assistant Status				
Experience & Knowledge	E4	At least 3 years recent work experience of working with children of relevant age in a teaching and learning environment		D2	Experienced in the delivery of training / presentation to others	
	E5	Experience of developing, implementing and evaluating support plans and EHCPs.		D3	Experience of managing staff including their development, training and performance	
				D4	BSL / braille trained or knowledge of differentiated approaches	

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E6	Experience and knowledge of learning strategies and adapting these to individual pupil needs Understanding of classroom roles and responsibilities and Teaching Assistant's role				
	E7	Experience of working with wide range of children including those with specific statements				
	E8	Understanding of principals of child development and learning processes				
	E9	Experience of lesson / activity planning				
	E10	Experience of supervising whole classes and individual pupils for specific learning activities / lessons				
	E11	Experience of managing other members of staff.				

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E12	Experienced in using ICT in learning activities and develop pupils' competence and independence in its use				
<u>Skills</u>	E13	Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development				
	E14	Ability to self- evaluate learning needs and seek learning opportunities				
	E15	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum				
	E16	Ability to work in a team and independently				

ESSENTIAL				DESIRABLE		
	Criteria No.	<i>ATTRIBUTE</i>	Stage Identified	<i>Criteria No.</i>	<i>ATTRIBUTE</i>	Stage Identified
Personal Attributes	E17	Ability to promote fairness and a positive role model to pupils				

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References