

HIGHER LEVEL TEACHING ASSISTANT APPLICATION PACK



Recruiting for immediate start
Closing date: 21st June 2021



The Federation of



Southwold
Primary School



Hoxton Garden
Primary School



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Dear Applicant,

Orchard, Southwold and Hoxton Garden have been working in a very successful partnership for over 5 years. We have a joint Governing Body and strong links to our Local Authority, Hackney Education. Each school has its own leadership team who work together with the common aim of giving children the very best. We have very high standards for what can be achieved with the benefits of a shared expertise. Although many of our pupils come from disadvantaged backgrounds or speaking a language other than English, we do not use this as an excuse for under achievement and have the same ambition for all pupils regardless of circumstances. Disadvantaged pupils at our school achieve significantly better than those nationally because of this belief, ambition and hard work.

We are looking to appoint a skilled individual who wants to make a difference to the life opportunities of our children and families and who is able to effectively support our inclusion team.

In particular we are looking for someone who:

- Are confident in the classroom and understand how children learn.
- Have high expectations of what can be achieved
- Are passionate about making sure all children have access to a quality education despite any apparent disadvantage
- Seek to build positive relationships with children
- Are flexible with a good sense of humour and an understanding of the 'bigger picture'
- Are able to work to their own initiative as well as part of a team

We can offer you:

- A genuine opportunity to make a difference
- A team of committed professional staff to work alongside.
- High quality support and CPD to ensure that you are successful including opportunities for graduates to enrol on our post graduate teaching apprenticeship scheme
- A well organised and vibrant environment in which to work.
- A fantastic community of parents and children who deserve the best

If you would like to learn more about us and what we do there is more information on our school websites including an outline of our curriculum and our aims in more detail. We would also be delighted to give you a tour and answer any questions that you may have and this can be arranged by calling **Beverley Shore (School Manager) on 020 8806 5201**. Alternatively email us at: recruitment@vs.hackney.sch.uk

Why work with us?

We offer an ambitious, exciting place to work, a genuine opportunity to make a difference, a great team of staff and a three school community who deserve the very best. Our staff have access to:

- Successful, well-resourced community school settings
- A genuine opportunity to make a difference
- Professional development and an opportunity to enter our apprentice teacher post graduate scheme
- A great team of staff and a three-school community who deserve the very best



Who are we looking for?

We are looking for a positive, enthusiastic and approachable professional to join our vibrant and diverse Federation. You will need to be able to work flexibly and creatively in a variety of ways to help children overcome their barriers to learning. Candidates must have good literacy and numeracy skills to at least GCSE 'C' or equivalent level, excellent organisational skills and excellent behavioural management skills. Previous experience of the knowledge and skills for the role is essential.

The successful candidate will be involved in a variety of activities including:

- Has a minimum 2 years' experience working in a school setting with experience of covering whole classes
- Has secure knowledge of the National Curriculum
- Is an excellent communicator who is able to earn the trust and respect of others
- Is able to work to their own initiative as well as part of a team
- Puts children and their right to an excellent education first





HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Ms Beverley Shore at recruitment@vs.hackney.sch.uk

or send by post:

Recruitment
c/o Southwold Primary School Detmold Road
London E5 9NL



Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please contact Ms Beverley Shore on: **020 8806 5201** or email her: recruitment@vs.hackney.sch.uk

We look forward to receiving your application!

Closing date: 21st June 2021

Higher Level Teaching Assistant

JOB DESCRIPTION

Grade: Salary (Scale 5, Point 12 - 15)

Salary Range: £26,544.00 – £ 28,005.00.

Hours of work: 36 Hours per week (term time only)

(pro rata: actual salary range £22,904.00 – £24,165.00)

Purpose of the post

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve preparing and delivering learning for whole classes.
- To monitor pupils and assess, record and report on pupil's achievement, progress and development.

Main Duties

- To work under the direct instruction of teaching/senior staff and or deliver lessons and supervise pupils covering for teaching staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and classroom.

Support for planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons / work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures, where required.

Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide verbal and written feedback on learning, pupil responses and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured lessons in line with planned content.
- Be familiar with lesson plans, IEP targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning and within the classroom environment.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.

- Progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement. Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings where required.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment where pupils have individual need, where required.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities, where required.

This is a description of the main duties and responsibilities of the post on the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements

- Take part in the school's performance management system.
- Participate in training and other learning activities and performance development as required.
- Enhanced DBS Check.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Higher Level Teaching Assistant

Personal Specification

Qualifications (Essential)

Grade 'C' or above in GCSE or equivalent

Experience (Essential)

Experience working with children in an Inner London School (minimum 2 yrs)

Experience working in both Key Stage 1 and 2 and Early Years

Knowledge (Essential)

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Working knowledge of **effective teaching and learning** and other relevant learning strategies.

Understanding of issues related to under-achievement and the barriers to learning that some pupils face.

Basic understanding of expectations at each level across the school.

Skills (Essential)

Very good numeracy/communication/literacy skills.

Ability to write clear reports including analysis of data.

Effective use of ICT and other specialist equipment/resources.

Ability to plan and prioritise effectively to meet deadlines and targets.

Ability to act on own initiative and be well organised.

Ability to communicate effectively with pupils, adults, families and colleagues.

Ability to work constructively as part of a team and independently understand classroom roles and responsibilities and own position within these.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Display commitment to the protection and safeguarding of children and young people.