



Recruitment Pack

Ash Grove Primary Academy
Higher Level Teaching Assistant





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Eight of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

HLTA

Grade:

Grade 6/7

Employee Benefits:

At IPMAT we value our people and the work they do to achieve the best outcomes of our children and in recognition of this we offer the following benefits to all our employees: Cycle to Work Scheme*, Salary Sacrifice Tech Scheme*, Medical Scheme*, discounted gym membership, retail loyalty scheme earning up to 15% cash back and discounted gift cards saving up to 10% on of the upfront cost of a wide range of big brands. (* restrictions apply to ensure NMW earnings are maintained)

Reporting to:

Headteacher

Purpose of Job:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, 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.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

Requirement for the post

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> Higher Level Teaching Assistant status or working towards this. (Level 4) Level 2 Numeracy/ Literacy or willingness to work towards. Training in relevant learning strategies e.g. literacy 	<ul style="list-style-type: none"> Management qualification e.g. Level 3 ILM Certificate in First Line Management <p>OR</p> <ul style="list-style-type: none"> Level 4 ILM Endorsed Certificate (Skills for Middle Leaders) Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)
Knowledge	<ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice legislation. Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies Constantly improve own practice/ knowledge through self-evaluation and learning from others. Good understanding of child development and learning processes. Understanding of statutory frameworks relating to teaching. Appropriate knowledge in First Aid 	
Experience	<ul style="list-style-type: none"> Previous experience of working with children of the relevant age range in a learning environment. 	
Physical Skills	<ul style="list-style-type: none"> Effective use ICT to support learning. 	
Competencies and other skills required	<ul style="list-style-type: none"> Ability to organise, lead and motivate a team. Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	

Specific Duties & Responsibilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Key Tasks:

- To complement the professional work of teachers by taking responsibility for agreed learning activities. These activities can be for individuals/groups of whole classes on a short-term basis.
- To manage and develop a specialist area within the school and or the management of other teaching assistants.

The postholder must at all times carry out his/her responsibilities within the spirit of Trust and school policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the governing bodies of schools.

Main Duties and Responsibilities:

1. Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

3. Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment

2. Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all 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 achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class

3. Line Management Responsibilities where Appropriate

- Manage other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other Teaching assistants.
- Understand and comply with relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Responsibility for Resources

Employees (Supervision):

Management of Teaching Assistant in School

Financial:

None

Physical:

Effective use of resources as determined by the Headteacher or Office Manager.

Customers and Clients:

Preparation, planning and assessment of pupil's development within the classroom.

Working Conditions:

- The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

Characteristics of the post:

- Employees are encouraged to participate in training activities in order to enhance their own personal development.
- All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Evidence of essential qualifications
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
 - Online Search