



RECRUITMENT INFORMATION PACK HIGHER LEVEL TEACHING ASSISTANT (HLTA)

The Elland Academy
Gelderd Road
Leeds
LS12 6DO

RECRUITMENT INFORMATION PACK

Contents

Principal letter	3
Introduction	4
Delta Academies Trust Vision and Values	5
Why work for Delta Academies Trust	6
Application Process	7
Vacancy Advertisement	8
Job Description	9
Person Specification	11



Dear Applicant

As a multi-academy sponsor we are acutely aware of the need to offer additional provision opportunities for our students whilst embracing our core ethos of aspiring to the highest possible achievement for every individual.

The Elland Academy opened in September 2014 to meet the needs of 4-18 year olds that attend our academies. Our aim is to promote inclusion, raise standards of behaviour and achievement by pro-active early intervention, with the aim to reduce fixed term and permanent exclusions.

Our vision is to ensure that the Education we provide is high quality, effective and inclusive to ensure all our students who have challenging and vulnerable young people are provided with appropriate opportunities and positive experiences to become responsible members of the Community.

We currently serve 4 secondary schools and 4 primary schools of Delta Academies Trust but are opening our doors to other local authority schools in the area.

We work collaboratively with academies and have built close working partnerships with the local communities. Our staff provide a coherent and structured model of a familiar setting to best meet student needs.

We are looking for outstanding members of staff that can take the organisation onto greater success, inspiring the children to attain the highest level possible.

If you share our vision and passion for young people and their families then we would like to hear from you.

Yours faithfully

Alice Ngondi
Head of Academy

INTRODUCTION

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

VISION AND VALUES

VISION 'CHANGING LIVES'

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money.
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement.
5. Train and develop high quality teachers and staff.
6. To create a generation of young people who are socially and environmentally responsible.
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom.

CORE VALUES

We will:

- Place children and pupils at the heart of everything we do.
- Place collaboration before competition, working with others for the betterment of all.
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives.
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty.
- Never to anything to the detriment of learners, staff or other stakeholders, in a neighbouring community.
- Adhere to the 'Seven Principles of Public Life'.
- Promote environmental awareness and protection locally, nationally and globally.

WHY WORK FOR DELTA ACADEMIES TRUST?

Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.

You will work alongside professionals in a fast-paced and dynamic environment.

You will develop your skills alongside like-minded colleagues.

Delta academies work and collaborate as a family of schools. This provides colleagues with a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others, and seek further promotion as they take on responsibilities across academies or at a whole Trust level.

Career Development – Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.

Pension – Every employee of Delta Academies Trust has access to a pension scheme.

There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

THE APPLICATION PROCESS

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



HLTA – THE ELLAND ACADEMY

Grade F points 23 – 26

£21,693 to £23,866 pro rata

Permanent / 37 hours per week / Term time only (plus 5 days)

Required from September 2018

We are seeking an enthusiastic, dedicated Higher Level Teaching Assistant – someone who has that extra-something and will join us in our drive for excellence!

This role will provide opportunities for you to work with our fabulous pupils from across the whole secondary range.

The main responsibilities of this post at The Elland Academy.

- 1) To plan, prepare and deliver a specific range of learning activities to groups or classes of children across the primary/KS3 range, maintaining high levels of educational standards.
- 2) To plan, prepare and deliver a specific range of learning activities to groups or classes of children across the primary range, maintaining high levels of educational standards.
- 3) To monitor and evaluate the progress of selected groups or classes of pupils using agreed assessment strategies.
- 4) To manage the support staff in the class where the delivery of lessons is taking place.
- 5) To run primary interventions including Lifeboat, Numicon, Scissor skills, Skill teach, Key words/sight vocabulary, Fit to learn and/or other fine and gross motor skills programmes, Social skills/social time

The successful applicant will have:

- excellent numeracy and literacy skills - GCSE at C+ or equivalent in Maths and English
- the ability to support pupils across the whole curriculum
- an individual who seeks out and relishes professional development challenges and has a positive attitude to innovation and change.

Visits to The Elland Academy are warmly welcomed by appointment through the academy, please contact the academy on 0113 2127010.

Closing Date: Thursday 7th June 2018 at 12 noon

An application pack can be downloaded from www.recruitment.deltatrust.org.uk

or by contacting our recruitment team on 0345 196 0095

or email jobswest@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

Job Description

Post: Higher Level Teaching Assistant
Salary: Grade F (pt.23-26)
Responsible to: SLT

Purpose of the job:

To compliment teachers' delivery of the curriculum and contribute to the development of other support staff, students and academy policies and strategies. To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. To supervise whole classes during the short term absence of teachers. To provide support to students, teachers and the academy 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 and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of academy life.

Duties and responsibilities:

- To plan and prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/plans
- To develop and prepare resources for learning activities in accordance with lesson plans and in response to student need
- To contribute to the planning of opportunities for students to learn in out-of-school contexts in line with academy policies and procedures
- To teach whole classes covering PPA, within an agreed system of supervision and within a pre-determined lesson framework
- To provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour to teachers and students
- To motivate and progress students' learning by using clearly structured, interesting teaching and learning activities
- To be familiar with lesson plans, IEP targets and learning objectives
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom
- To use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourages students to interact and work cooperatively with others
- To progress students' learning in a range of classroom settings, in accordance with arrangements made by the Principal, including working with individuals, small groups and whole classes where the assigned teacher is not present
- To organise and safely manage the appropriate learning environment and resources
- To promote and reinforce student self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance
- To assist the teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with English as an additional language
- To support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times

- To work with teachers, to evaluate students' progress through a range of assessment activities
- To assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- To monitor student participation and progress and provide constructive feedback to students in relation to their progress and achievement
- To 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
- To understand and implement academy policies and procedures
- To provide support for students' pastoral needs
- To provide physical support and maintain personal equipment used by students at the academy
- To 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
- To supervise students at times other than during lessons according to the academy's duty arrangements
- To support teaching staff and students on visits, trips and out of school activities as required
- To assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools

Internal: Students, staff, EAB members, parents and other visitors to the academy

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION
Higher Level Teaching Assistant

QUALIFICATIONS	Ess	Des
A recognised and relevant vocational qualification (NVQ3) as well as having or working towards the Higher Level Teaching Assistant qualification and/or equivalent practical work experience	*	
GCSE grade C or above, or equivalent, in Maths and English	*	
Awareness of specialist curriculum area, and proven practical application in a similar environment	*	
Understanding of local and national teaching strategies e.g. literacy		*
KNOWLEDGE & EXPERIENCE		
Previous experience of working effectively with young people preferably in a school setting	*	
Supervisory experience	*	
Basic knowledge of first aid	*	
Basic knowledge of ICT	*	
Experience of implementing national curriculum and relevant strategies	*	
Working knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	*	
SKILLS		
Good communication skills both oral and written	*	
Can use ICT effectively to support learning	*	
Ability to build positive relationships with all stakeholders	*	
Ability to work constructively as part of a team	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to self and team development	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A professional responsibility to promote and safeguard the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	