

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones



Rotherfield
Primary School

Rotherfield Primary School

Higher Level Teaching Assistant

RTH/680

Closing Date: Sunday 22nd April 2018 at Midnight



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Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield!

The role of HLTA team leader was newly created in September 2017, and the staff member undertaking this role has been promoted. In this role you will lead a team of support staff; teaching assistants and early years' educators in years Nursery to Y2. You will work with the team to improve their practice, run appraisals for the team, cover classes and do bespoke interventions for children across the school. In this role you will work alongside the HLTA team lead for key stage 2 and be line managed by the Assistant Headteacher for SEND and Pastoral care.

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. Rotherfield is a happy, dynamic school with high expectations of its pupils. It serves a diverse, inner London community and works with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work here you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

You will find a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, a supportive leadership team.

I would love you to visit us and get a sense of what Rotherfield is all about. Please call the office and make an appointment. I am also happy to discuss applications over the telephone.

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher

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Information about the school

You can find more information about our school from:

<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. Produce from the garden is used in our curriculum kitchen which was funded and runs in partnership with Jamie Oliver's Better Food Foundation. The school has recently refurbished its EYFS playground and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield is at an exciting phase in its development. We are in a Soft Federation with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 17 other Islington Schools through a collaborative network called Futurezone.

<http://futurezone.org.uk/>

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

Why do staff work here?



Lucy

I joined Rotherfield nearly 4 years ago as a Year 2 teacher and I have hugely enjoyed my time here. Throughout that time I have worked with a variety of excellent support staff and the relationships between staff are friendly and positive, making it a happy place to work.

Having previously worked in Barnet, which is very well respected for its borough support, I was unsure what to expect from Islington. But it has been a fantastic borough to work in. We have regular network meetings where staff from the same year groups gather to discuss and share good practise, as well as supportive visits from borough experts which I know has helped me develop as a teacher.

The children I have taught have always been excited and enthusiastic to learn and through my teaching I feel like I'm having a positive impact on their lives. Children come from a huge range of cultures and backgrounds which makes it an interesting and dynamic environment to teach in.

In my time at Rotherfield I have led the school in 'Art and Environment' as well as now leading 'cooking' which is very high profile at the school. 3 Teaching assistants are trained to cook with small groups of children in the afternoons so that all children who leave Rotherfield have a strong understanding of how to live healthily as well as preparing their own food safely. My role as Art and environment co-ordinator has allowed me to lead some exciting projects that have made the school environment a stimulating and engaging place for children, parents and staff alike. Examples are the recent regeneration of the library, a large playground mural and the stairwell art project where huge panels of wood were painted and designed by children to serve as a permanent display.

Recent changes in timetable have had a really positive impact on learning and I know that other changes are planned to ensure that children at Rotherfield are given an excellent education that equips them well for life.



Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team, firstly as an Assistant Head and now in my current role as Interim Deputy Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.

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Higher Level Teaching Assistant

Salary Grade Range: SO1

Actual Salary Range: £25,393.34 - £26,674.28 per annum

Contractual Status: Permanent, Full Time 35 hours, Term Time Only

Contractual Start date: September 2018

The Headteacher and Governors at Rotherfield Primary School would like to an HLTA Team Leader for EY and KS1 for September 2018.

The role of HLTA will have a major impact on the children's lives through delivering high quality teaching and learning through leading a team of support staff across Nursery to Y2. We are looking for someone who:

- Has strong behaviour management skills- so that they can work independently across age groups.
- Has had a least one year's experience of working with primary school age pupils
- Has had experience of leading whole classes
- Has experience of leading and motivating others, including giving feedback

In return we can offer you:

- A school committed to your professional learning/development
- A vibrant and creative place to work
- A school at the heart of its community

Rotherfield is a vibrant and welcoming school, within the London Borough of Islington. Visits to the school are actively encouraged please contact the school office to arrange a time on 0207 226 66 20

Closing date for applications: Sunday 22nd April, Midnight

Interviews held: Week beginning 30th April 2018.

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference RTH/680.

Rotherfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Rotherfield Primary School

JOB DESCRIPTION



POSITION	Higher Level Teaching Assistant (Team Lead)
SCHOOL	Rotherfield
RESPONSIBLE TO	Assistant Headteacher
GRADE	SO1

PURPOSE OF THE POST

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies. To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. To deliver sessions to whole classes in absence of teacher. To implement specific targeted programmes of teaching or intervention as through liaison with the Assistant Head Teacher.

Main Duties

Planning

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

Teaching and Learning

4. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
5. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
6. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
7. Support the teaching of the curriculum through whole class support and group support and assist pupils to access the full curriculum. Be familiar with lesson plans, individual targets and learning objectives.
8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

9. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
10. 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
11. In accordance with arrangements made by the headteacher, 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, in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.
12. Organise and safely manage the appropriate learning environment and resources
13. Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
14. Assist the classteacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
15. 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

16. With teachers evaluate pupils' progress through a range of assessment activities.
17. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
18. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
19. Assist in maintaining and analysing records of pupils' progress.
20. 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.
21. Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.
22. Mentoring, Supervision and Development
23. Manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other teaching assistants.
24. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
25. Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
26. Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

27. 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.
28. Understand and implement school child protection procedures and comply with legal responsibilities.
29. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
30. Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
31. Provide physical support and maintain personal equipment used by the children at the school.
32. 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.
33. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Other

34. Any other duties required by the class teacher, Assistant Head Teacher Deputy headteacher, or the headteacher, which is within the scope of this post.
35. At all times carry out duties with due regard to the school's Health and Safety policy.
36. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

Reporting to: **Assistant Headteacher**

Signed ----- Date -----



PERSON SPECIFICATION

POSITION	Higher Level Teaching Assistant
SCHOOL	Rotherfield
RESPONSIBLE TO	Assistant Headteacher
GRADE	SO1

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

REQUIREMENTS		ESSENTIAL CRITERIA
EDUCATION AND EXPERIENCE	E.1.	Meet HLTA standards or equivalent qualification or experience.
	E.2	Hold relevant qualifications at a level equivalent to at least NVQ level 3.
	E.3	Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).
	E.4	Attend induction training; training as appropriate and training relevant to the post, including behaviour management and Child Protection training.
	E.5	Training in relevant learning strategies e.g. literacy.
	E.6	A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.
	E.7	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.
KNOWLEDGE AND UNDERSTANDING	E.8	Knowledge of the requirements of the curriculum
	E.9	Knowledge & understanding of the National Curriculum
	E.10	Understanding of behaviour management strategies.
	E.11	Understanding of First Aid procedures.
SKILLS	E.12	Effective oral and written communication skills.
	E.13	Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.
	E.14	Good organisational and time management skills.
	E.15	Sound IT skills to support learning and maintain electronic information systems.
ABILITIES	E.16	Able to form and maintain appropriate professional

		relationships and boundaries with children and young people.
	E.17	Ability to organise, lead and motivate a team.
	E.18	Ability and willingness to work constructively as part of a team
	E.19	Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
	E.20	Ability to organise the classroom activities e.g. preparing and setting out resources.
	E.21	Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L.
	E.22	Ability to deal with sensitive information in a confidential manner.
	E.23	Ability to help children and young people to transfer their learning to other parts of their lives.
	E.24	Ability to provide a good role model to young pupils.
	E.25	Ability to work in partnership with parents and teachers.
	E.26	Ability to use own initiative and work flexibly.
OTHER	E.27	Willingness to attend school training sessions.
	E.28	Empathy with young people facing barriers to their learning.
	E.29	A commitment to helping young pupils achieve, through education and learning.
	E.30	An understanding of and a genuine commitment to Equal Opportunities.



Rotherfield Primary School

How to Apply

POSITION	Higher Level Teaching Assistant (Team Lead)
SCHOOL	Rotherfield
RESPONSIBLE TO	Assistant Headteacher
GRADE	SO1

Application Deadline

Completed application forms must be received by Sunday 22nd April 2018 at Midnight. Please note that late applications will not be accepted.

- Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference RTH/680.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 226 6620.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection