



St Wilfrid's
Church of England Academy

Higher Level Teaching Assistant - Pupil Premium



CANDIDATE INFORMATION



Dear Applicant,

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work and learn. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We are seeking to appoint a highly effective Higher Level Teaching Assistant (HLTA) to deliver bespoke English and Maths intervention. This role has been created following a comprehensive review of our provision for Pupil Premium students, specifically addressing the needs of our KS3 learners. This pack is intended to provide you with specific information regarding the position and how it will help support students within the Academy.

Our vision is that the Higher Level Teaching Assistant will play a key strategic role in ensuring Pupil Premium students not only catch up with their peers in English and Maths, but exceed their targets. You will work closely with the Assistant Principal, Pupil Premium, to create and deliver effective intervention strategies in English and Maths, and communicate the impact of targeted intervention to parents and staff.

To be successful, you will need to be focused, resilient and good-humoured, have experience of working in a team and be digitally literate. It is also essential that you have excellent communication and interpersonal skills. You will need to quickly adapt to new working environments, be a natural team player and possess high levels of emotional intelligence.

We are looking for an enthusiastic person who wishes to be part of the success story of St Wilfrid's. You would be joining a forward thinking Academy with an excellent team of staff, who along with fantastic students, inspire each other and all who come to visit. We aim to raise aspirations, realise potential and further the culture of developing successful teachers and well-rounded young people.

If you believe that you can make a difference and improve the self-esteem, independence and confidence of some of our learners through this role then I would warmly welcome your application. If you require any further information regarding this post, or would like to visit the Academy in action, please contact C Holt, PA to the Principal, via cholt@saintwilfrids.com who will arrange this.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. Completed applications should be sent to the Principal via her PA (cholt@saintwilfrids.com). The closing date for the receipt of applications is noon Monday the 26th June 2017.

I look forward to receiving your application.

Yours faithfully,

Miss C Huddleston
Principal



“ The Christian ethos at the Academy helps gives us a sense of security and moral guidance that we can carry through for the rest of our life.

Olivia - Year 13

Key facts and statistics

Type of school	Mark 2 Academy Converter
Age range	11-18
Location	Blackburn, Lancashire
Denomination	Church of England Diocese of Blackburn
Co-education or single sex	Mixed
Number of students	1432
Absence days (2015/16)	7.4%
Number of staff	109 Teaching 80 Support
% of PP students	24.4%
% of students with Statement or School Action Plus	8.44%
% of students with SEN	10.13%
% of students with EAL	13%
GCSE Results 2016	
English % A*- C	82%
Maths % A*- C	74%
Progress 8 Score	-0.05
Attainment 8 Score	52.77 (C+)
3 Levels of progress (2016)	
English	82%
Mathematics	68%
Sixth Form Data 2016	
3 A levels A*-E	99%
3 A*-B	55%
L3VA Score	+0.12



Job Title:
Higher Level Teaching Assistant - Pupil Premium

Reporting to:
Assistant Principal Literacy/Pupil Premium

Salary:
NJC 19-25 (33 hours a week, term time plus 1 week)

Contract:
Full Time - 1 Year

Main Purpose:

The Higher Level Teaching Assistant will play a key strategic role to raise the achievement of Pupil Premium students, specifically in English and Maths.

1 Support to Students

1.1 Work closely with the Assistant Principal to create and deliver bespoke English and Maths intervention to KS3 students

1.2 Write and develop individual Student Progress files which identify key needs, planned intervention, the impact of intervention and next steps

1.3 Use data effectively to set appropriate targets and communicate these effectively to both students and parents

1.4 Promote good student behaviour, dealing promptly with issues and encouraging students to take responsibility for their own behaviour, in line with the Academy Behaviour Policy

1.5 Establish good working relationships with students acting as a role model and being aware of and responding appropriately to individual needs

2 Support to Teachers

2.1 Advise all staff on the specific needs of Pupil Premium students and how best to use this information to target appropriate support, thus ensuring all staff have up to date and relevant information on students which will inform their planning for quality first teaching

2.2 Be responsible for keeping and updating records

2.3 Collate student records, inputting data as required

2.4 Administer routine tests and contribute to the invigilation of examinations as required



3 Developing Oneself and Working With Others

3.1 Manage one's own workload and that of others to allow an appropriate work life balance

3.2 Review one's own practice, set personal targets and take responsibility for one's own personal development

3.3 Engage fully in the Performance Management process

4 Support for the Academy

4.1 Be aware of and comply with policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person

4.2 Contribute to the overall work and ethos of the Academy

4.3 Work as part of a team and support the role of other people in the team

4.4 Contribute to the review of the Pupil Premium Action Plan

4.5 Contribute to the collation of reports associated with the impact of Pupil Premium funds

4.6 Attend and actively participate in meetings as required

4.7 Undertake personal development and improve one's own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others

4.8 Assist with the supervision of students out of lesson time

4.9 Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher

4.10 Present themselves in a professional manner

4.11 Undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal

4.12 Actively promote the Academy in the Community

4.13 Contribute to the wider life of the Academy e.g. House System

4.14 Actively support and promote the Christian ethos of the Academy

4.15 Undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. The appointment is subject to the current conditions of employment in the current NJC Pay and Conditions.

Person Specification

This person specification lists the requirements that are necessary to do this job and how these will be assessed (Application - A, Interview - I and References - R).

In the application and supporting statement, the applicant should state clearly how they meet the requirements being assessed by APPLICATION. The panel will reach a decision on whether or not to short-list the applicant based on the information that is provided in BOTH the form and the statement.

CRITERIA	ESSENTIAL / DESIRABLE	A / I / R
QUALIFICATIONS AND TRAINING		
HLTA qualification (or equivalent qualification) or the willingness to gain this within an agreed time frame	E	A / I / R
5 good GCSEs (or equivalent) including English and Mathematics	E	A
An ability to pass a DBS check (non-negotiable)	E	A
NVQ Level 3 qualification or equivalent (relevant to post)	D	A
EXPERIENCE - The successful candidate will:		
Have experience of working under pressure to deadlines	E	A / I / R
Be able to evidence experience of working effectively within a team and the subsequent impact	E	A / I / R
Be fully IT competent and be able to advise others where appropriate	E	A / I / R
Have experience of leading literacy or numeracy programmes	E	A / I / R
Have experience of supporting students who may be less inclined to focus and advise staff on methods to address this	D	A / I / R
Have experience of reading data to ensure staff make timely interventions which have impact	D	A / I / R
SKILLS AND ATTRIBUTES		
Be able to relate to young people	E	A / I / R
Be able to lead others	E	A / I / R
Have the ability to hold honest, supportive and challenging conversations	E	A / I / R
Be confident in supervising and assisting students	E	A / I / R
Have excellent communication skills	E	A / I / R
Have good numeracy and literacy skills	E	A / I / R
Have a commitment to professional development	E	A / I / R
Have good organisational skills	E	A / I / R
Have knowledge of classroom roles and responsibilities	D	A / I / R
Have a knowledge of the SEND Code of Practice	D	A / I / R
PERSONAL QUALITIES		
Have energy, ambition and enthusiasm	E	I / R
Be a team player used to working collaboratively	E	A / I / R
Have a commitment to an inclusive ethos with the belief that "every student counts"	E	I / R

Be committed to making a difference with a positive 'can do' outlook	E	I / R
Be adaptable and resilient	E	I / R
Be flexible to respond to emerging initiatives which support student learning	E	I / R
Be able to actively support and promote the Christian Ethos of the Academy	E	I
Be proactive in supporting colleagues	E	A / I
Posses a good sense of humour	E	A / I / R
Be able to lead by example and demonstrate professional values, securing the ethos of the Academy	E	A / I / R
Be professional in relation to conduct, appearance, punctuality and attendance	E	I / R

Prepared on:14/06/2017

By: CH / KC / RS