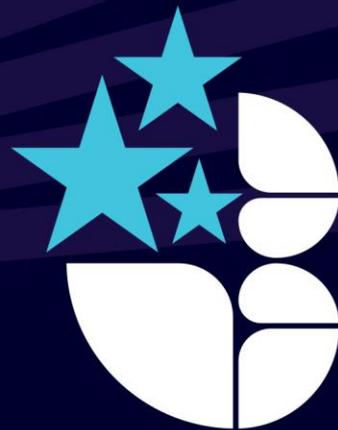


# HLTA (Higher Level Teaching Assistant)

Ash Green School  
May 2024



**ASH GREEN  
SCHOOL**  
*Creative  
Education  
Trust*



## Dear Colleague

Thank you for your interest in the role of HLTA at Ash Green School.

Ash Green School where our G.R.A.C.E values – global citizenship, resilience, aspiration, creativity, and excellence – form the foundation of our students' educational journey. Our goal is to prepare each student for success in their first choice of further education and training by the time they graduate.

As our Academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. At Ash Green School we pride ourselves on delivering an ambitious, broad and balanced curriculum, enabling every student to be successful, responsible, resilient, confident and skilled young people. We are passionate about enriching the lives of our students, which is not just academic, but social and emotional.

Our highly qualified teachers and effective support staff are committed to ensuring that our students achieve excellence and develop to be leaders both now and in the future. We always aim for disruption free learning, allowing our teachers to do what they do best.

Tours of the school: Please get in touch to arrange at a time that is suitable for you

Deadline for applications: Wednesday 5th June 2024 at 9am

Interviews: Week commencing Monday 10th June 2024

If you have any questions please do not hesitate to contact Kirsty Melton,  
[Kirsty.Melton@ashgreenschool.org.uk](mailto:Kirsty.Melton@ashgreenschool.org.uk).

I look forward to receiving your application.

*Fuzel Choudhury*

Principal

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT ASH GREEN SCHOOL

**Every Moment: High Expectations**  
**Every Lesson: Do Your Best**  
**Every Day: Make A Difference**

Our mantra above conveys and underpins our whole approach, identifying and releasing the potential of each child as they proceed through their seven-year journey, giving them the very best possible opportunities to become a successful person in our 21<sup>st</sup> century global community.

Here at Ash Green School, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. We provide the very best opportunities for everyone to excel and nurture all the fantastic qualities that are not materialistic or target driven. Success for us is measured by sending out happy, confident and independent young people who are ready for the challenges of university and the world of work.

We provide an education that has an international outlook; opening minds to the world around them and instilling skills of enquiry, reasoning and problem solving. We are passionate about developing oracy; from the start of year seven an extensive vocabulary toolkit is developed, and we offer many opportunities to practice speech making.

Being a community academy within the Creative Education Trust family, we benefit from partnership working and enriching opportunities to assist student development. We are fiercely committed to ensuring the academic, technical, creative and emotional support is of the highest quality for every young person we serve. There is no glass ceiling at Ash Green School.

## Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- A new spacious 14 classroom block and office's opened in September 2018



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

## WE ALL PURSUE A STRONG WORK LIFE BALANCE

- Our staff are encouraged to make time for themselves and their families.
- There are no expectations for teachers to answer emails outside of working hours and particularly at weekends.
- Our Senior Managers are constantly working to streamline our systems so that they work better and save more time – we strive to only do things that are going to make a difference.
- We openly consult with staff over significant changes which will impact on their working practices.
- We have a strong culture of peer-to-peer praise through our weekly 'Ash Green Gurus' reward cards.
- We provide all of our staff with a half termly opportunity to participate in expert professional supervision – we encourage our staff to talk, keeping things to yourself is not a sign of strength.
- We have an 'Open Door' to Senior Leadership – no concern is too small.
- We run seasonal events that allow students and staff to show their less serious sides e.g. Own-clothes days, Christmas Jumpers and World Book Day.
- We provide our staff countless opportunities to get involved in the life of the school including Duke of Edinburgh Award and international visits and exchange opportunities. Recent activities include an exchange to China, visits to Ghana, Barcelona, Belgium and the USA.



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# HIGHER LEVEL TEACHING ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

## LOCATION

ASH GREEN SCHOOL, COVENTRY

## SALARY

NJC Scale H point 17 - 22 FTE £28,770 - £31,364  
Term Time, 37 hours per week, 38 weeks per year  
plus inset of 5 days (Total working weeks of 39)

Actual salary of £24,746 - £26,977

## THE ROLE

Overall aim to support the Governors, Principal and teaching staff in their aim to improve students achievement and providing a positive learning environment. To be a team member undertaking duty as required to meet the needs of the school and the team. Part of the Achievement and Outcomes Team which is responsible for improve the outcomes for all students. Most work will be in a classroom leading work with small groups or 1:1 situations.

## REPORTING LINES

The post will report to the SENDCo.

## MAIN RESPONSIBILITIES

- To take responsibility for the support of individuals or groups of students enabling them to develop appropriate academic skills, including the development of students' literacy and numeracy to an appropriate level.
- To support students' learning and achievement through effective use of resources, including e-resources, the virtual learning environment, and the internet.
- Work with individuals or groups to ensure they are able to access learning and make progress.
- Support students in developing and improving areas of difficulty, eg language, reading, spelling, handwriting etc
- To help students with the organisation, recording and completion of work

- To prepare and adapt materials and resources to enable students to access learning and in response to student need.
- To be linked with a learning area eg English, Science or Humanities and work closely with this team to plan and prepare lessons collaboratively, as well as evaluating their success
- Provide detailed feedback on lessons, student response to learning activities, progress, and impact.
- Promote and support the inclusion of all students with specific needs including participation of enrichment activities.
- Promote and reinforce children's self-esteem and independence and employ strategies to promote self-reliance in learning.
- Encourage acceptance and integration of children with special needs, or with a different first language.
- Support the role of parents in students' learning and contribute to/ lead meetings to provide constructive feedback on progress and achievement.
- Evaluate students' progress through a range of assessment methods.
- Assist in maintaining and analysing records of students' progress.
- Provide reports, evaluation and other information to assist in the provision of appropriate support for specific children.
- Contribute to the overall ethos, work and aims of the Academy by attending relevant meetings and contributing to the development of policies and procedures within the academy.
- Participate in meetings and training evenings/days as directed.
- Receive instructions directly from professional or specialist support staff involved in education.
- Promote the safeguarding of children and follow reporting procedures.
- Attend relevant training as identified.
- Lead on Early Helps for named students.
- Provide support for named students during internal and external tests and examinations.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

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## **SCHOOL ETHOS AND COMMUNITY**

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- Work with parents and students to ensure that they understand the aims of the school, its policies and procedures and future direction.
- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

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## **PERSONAL QUALITIES**

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- Must be adaptable, flexible and change agile.
- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.
- Integrity, openness, energy and enthusiasm.

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## **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

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- Develop strong, positive relationships with Creative Education Trust colleagues, participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:  
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SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of school information management systems.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of providing support and guidance for young people</li> <li>• Experience of planning and managing tasks in a timely and effective manner and work to specified deadlines.</li> <li>• Training in relevant learning strategies eg literacy</li> <li>• Evidence of specialism in specific curriculum areas or areas of learning difficulty</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience of working with children and young people</li> </ul>
<b>KNOWLEDGE/ SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and relate well to all stakeholders.</li> <li>• Willingness to contribute to extra-curricular activities.</li> <li>• Ability to work as part of a team.</li> <li>• Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies.</li> <li>• Able to form and maintain appropriate professional relationships and boundaries with children and young people.</li> <li>• Ability to organise the classroom activities eg preparing and setting out resources</li> <li>• Ability to deal with sensitive information in a confidential manner.</li> <li>• Ability to help children and young people to transfer their learning to other part of their lives.</li> <li>• Ability to use own initiative and work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• Sound IT skills to support learning and maintain electronic information systems.</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Ability to raise the self-esteem and expectations of children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.</li> <li>• Motivation to work with children and young people.</li> </ul>	<p>Have knowledge of the Early Help process.</p>