



Saint Edmund Arrowsmith

Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

HLTA

*"He has come so they may have life and live it to the full" John 10:10
We are called to serve with Love, Inspiration, Empowerment and Joy*



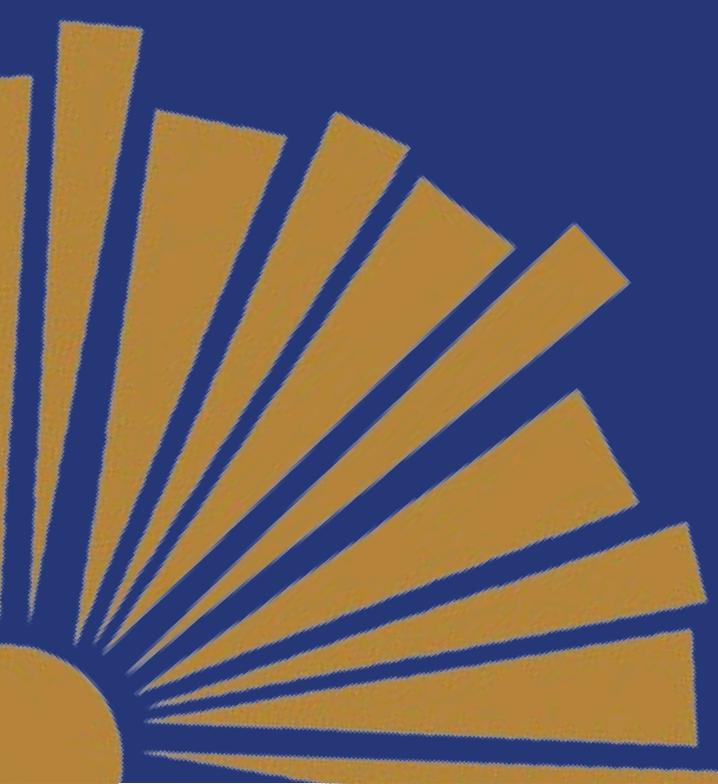
This prospective applicant pack provides all the relevant information that you will need to apply for the vacancy that is advertised. The pack also provides a lens into our school community through content that we have curated for you.

Closing Date: Saturday 10th

August 2024

12pm

Cumber Lane, Whiston, L35 2XG





Saint Edmund Arrowsmith Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

HLTA

Required for October 2024

Post reference: grade; E, 8 - 11 £20,537 - £21,598

Responsible to: SENDCO

The Pope Francis Multi Academy Trust has been established by the Archbishop of Liverpool to provide the very best Catholic education for the young people in our schools and is supported by the Archdiocese of Liverpool Secondary School Improvement Trust (ALSSIT).

Saint Edmund Arrowsmith Catholic Academy are looking to appoint HLTA's to provide individual and group support for our pupils. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential, regardless of their needs.

Pope Francis Multi Academy Trust is committed to safeguarding, to promoting the welfare of children and adherin to the equality act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service Check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

By engaging in the recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

The applicant will be required to safeguard and promote the welfare of children and young people.

*Closing date Wednesday 25th September
2024, 12pm*

For further information please email jobs@seaca.pfcmat.org

*The relevant application forms can be accessed online:
<https://www.stedmundarrowsmithcatholicacademy.org/Vacancies/>*

HLTA

Post reference grade; grade; E, 8 - 11 £20,537 - £21,598 Hours: 36hr per week,
Term time plus 5 days

Responsible to: SENDCO

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Main Purpose

To support in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources and high standards of learning and achievement for all pupils.

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups.

Support with identified key areas to manage day-to-day, including the monitoring and strategic development of SEND

Main Duties

- To provide individual and group support for our pupils within Saint Edmund Arrowsmith.
- To support the planning and resourcing of the SEND provision within Saint Edmund Arrowsmith.
- To support educational needs of all students regardless of ability or SEND through delivering 1:1 or group support and interventions when required.
- To support teachers with the classroom environment and to support them with the preparation of resources.
- To deliver lessons in the absence of the teacher.
- To support the teacher with bespoke interventions as detailed in a pupils EHCP.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential, regardless of their SEND needs.
- To support the academy's Catholic ethos and share its commitment to provide and monitor opportunities for personal, spiritual and academic growth.

Support for the Pupils

- To have regard for the safety and wellbeing of the pupil at all times
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model
- To encourage inclusion within the classroom
- To encourage pupils to interact with others and engage in activities led by the teacher
- To deliver lessons and interventions that are bespoke and supportive of pupil's individual needs
- To assist in the supervision of pupils on outings or visits
- To deliver intervention programmes.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

Support for the Teachers

- To receive instruction from teachers regarding the daily / weekly programme of activities and events.
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision.
- To be aware of pupils' problems / progress / achievements and report to the teacher as agreed and pass on information from parents / carers.
- Provide administrative and clerical support e.g. record keeping, photocopying and filing.
- To assist in the display of pupils' work to reflect their achievement.
- To assist with tasks within the academy's assessment procedures.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To support the teacher with the preparation and delivery of lessons and sessions.
- To support the teacher in meeting the provisions set out in pupils.
- EHCPs and also to review these on a regular basis.
- To deliver interventions as detailed by external therapists (OT, SALT, EP) to support pupils' provisions as detailed within EHCPs.

Support for the Academy

- To attend appropriate staff meetings as required.
- To be aware of all Health and Safety issues.
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher.
- To assist with the general supervision of children when required.
- To be a proactive member of the college and class team.
- To attend relevant professional development, in order to update knowledge.
- To promote the policies and ethos of the academy.
- To invigilate in examinations.
- To support cover lessons.

Support for the Curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies.
- To support pupils in using basic ICT as directed.
- To set out and prepare equipment.

General

Higher Level Teaching Assistants may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

Note This is not a comprehensive list of all tasks which may be required of the postholder. it is illustrative of the general nature and level of responsibility of the work to be undertaken, consummate with the guide.

PERSON SPECIFICATION

Personal Attributes

Skills

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities.
- Ability to build and maintain effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model positive attributes.
- Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.
- Ability to adapt own approach in accordance with pupil needs.
- Excellent personal numeracy and literacy skills.

Knowledge and Understanding

- Understanding of national curriculum and other learning programmes.
- Good level of English and Mathematics to GCSE level or equivalent.
- Experience of working with SEND pupils within an educational setting.
- To have experience of supporting pupils with Autism and other additional needs.
- Evidence of appropriate professional development (CPD) within SEND.
- Evidence of working with specialised teaching approaches to support pupils with SEND.
- Evidence of implementing multi-agency support plans within the classroom and the wider school to support pupil's development.
- Evidence of delivering interventions in 1:1 or group situations to support pupil's development.
- Evidence of preparing and delivering lessons to groups of pupils or on a 1:1 basis.
- Understanding of principles of child development, learning styles and independent learning.
- Working knowledge of relevant policies/codes of practice/legislation.

Qualifications and Training

- Higher Level Teaching Assistant Qualification or QTS
- Minimum 2 years' experience of working with children in an educational setting

PERSON SPECIFICATION

Professional Values and Practice - Must be able to demonstrate the following;

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work Ability to work collaboratively with colleagues, and carry out role effectively.
- Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

APPLICATION PROCESS

The relevant application forms can be accessed online:

<https://www.stedmundarrowsmithcatholicacademy.org/Vacancies/>

For further enquiries please email jobs@seaca.pfcmat.org

Completed applications should be returned electronically for the attention of **Mr J Adamopoulos**, Business Manager, to jobs@seaca.pfcmat.org . Unfortunately the school is currently unable to accept postal applications.

Closing date: Wednesday 25th September 2024, 12pm

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12PM -
25TH
SEPTEMBER
2024