



CANDIDATE INFORMATION BROCHURE



The Green Way
Academy
To make our best better



Academies
Enterprise Trust
To make our best better

To inspire young people to make their best better



Dear Candidate

Thank you for taking the time to apply for the Higher Level Teaching Assistant role at The Green Way Academy.

The Green Way Academy opened in September 2012 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

The Green Way Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

The Green Way Academy

The Green Way Academy is a community primary situated in the North Area of Hull and currently has 79% Free School Meal uptake. There are currently 435 children on roll which is much higher than the average primary school intake nationally. Children start their journey in academic life in the year in which they are five years old, when they join our Foundation Stage. Our feeder Nursery partner is the McMillan Nursery which is conveniently located next door to the academy.

There are 17 classes in the academy, 2 in foundation stage, 5 in Key Stage 1 and 10 in Key Stage 2. All Key Stage 1 classes have a maximum of 30 pupils and Key Stage 2 has an average class size of 26. The majority of our Year 6 pupils will transfer to Thomas Ferens Academy, although some children have gone to St Marys, Newland Academy for Girls, Cottingham High and other academies.

There are 18 full-time teachers and 6 part-time teachers. They are well supported by teaching assistants, administration staff, caretaking staff, cleaning staff and lunchtime staff.

We are a very happy and welcoming academy and always encourage input from parents and pupils. We consider the academy to be at the heart of its community and are very proud of our pupils. The academy offers an eco-friendly environment in which to work and has gained Green Flag accreditation for its work on sustainability. The academy is also proud to hold awards for the Inclusion Quality Mark, Healthy Schools, Arts Mark, Investing in Children, and the Basic Skills Quality Mark. The academy is well resourced and prides itself on its innovative curriculum which perfectly meets the needs of our pupils.

All staff have free medical insurance and many other benefits are on offer. All teaching staff have an iPad and laptop. Staff training is encouraged in line with the academy development policy. We continue to work hard towards improving our Ofsted rating from satisfactory to good or better.

Job description

Job title: Higher Level Teaching Assistant

This level is applicable for teaching assistants working at a senior level with children with either:

- a) An Advanced Practitioner role and/or
- b) A management role

Purpose of job

- To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines.
- To support teaching staff in the development and education of children including taking management responsibilities for other teaching assistants

Duties & Responsibilities of an Advanced Practitioner

- To undertake the duties of a teaching assistant level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision

Support for Pupils

- Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
- Assess the needs of pupils and contribute to the development of Individual Education Plans.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for Teachers

- Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to
- Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
- Contribute to curriculum planning
- Organise and manage learning sessions with specified groups of pupils
- Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school

- Provide information and reports as required on the achievement and progress of pupils
- In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made
- A HLTA can be expected to take up to 6 per week (or 60%) whole class specified work sessions. Specified work includes planning, delivery and assessment of a lesson. HLTAs will be under the direction of teachers. As HLTAs are working with whole classes more, it enables the teachers to use their higher level pedagogical skills to work with individuals or groups of children who most need complex, high level strategies and quality of teaching.
- Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.

Support for the school

- Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Duties & Responsibilities - Management Role

- Assist in the development and implementation of policies relating to Teaching Assistants/Teachers
- Manage the use of physical resources
- Plan and implement organisational operations
- Qualification required - essential

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
APPLICATION	<ul style="list-style-type: none"> ☆ High standard of presentation; ☆ Well-structured supporting letter; ☆ Fully supported in references. 		<p style="text-align: center;">Application Form</p> <p style="text-align: center;">References</p>
QUALIFICATIONS	<ul style="list-style-type: none"> ☆ HLTA Status. 		<p style="text-align: center;">Application Form</p>
EXPERIENCE	<ul style="list-style-type: none"> ☆ Experience of implementing Individual Education Plans; ☆ Experience of planning and preparing lessons; ☆ Experience of teaching and delivering learning activities to Key Stage 1 and Key Stage 2 children. 	<ul style="list-style-type: none"> ☆ Experience of using <u>Assessing Pupil Progress</u> materials. ☆ Experience of teaching a phonics programme. 	<p style="text-align: center;">Application Form</p> <p style="text-align: center;">Interview</p>
SKILLS	<ul style="list-style-type: none"> ☆ Be able to work as part of a team; ☆ Communicate effectively with colleagues; ☆ Ability to plan time effectively; ☆ Excellent relationships with children. 	<ul style="list-style-type: none"> ☆ Ability to produce resources to meet individual needs of the learners. 	<p style="text-align: center;">References</p> <p style="text-align: center;">Interview</p>
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> ☆ Knowledge of the Primary Curriculum. 	<ul style="list-style-type: none"> ☆ Use of an Interactive Whiteboard; ☆ First Aid certificate (in date) 	<p style="text-align: center;">References</p> <p style="text-align: center;">Interview</p>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ☆ The desire to make a contribution towards the ethos and vision of our school; ☆ A commitment to raising pupil attainment; ☆ Innovative, creative and ambitious. 		<p style="text-align: center;">References</p> <p style="text-align: center;">Interview</p>

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits



Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it.

Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.