



## **Higher Level Teaching Assistant**

### **Castle View Primary School**

**Permanent**

**35 hours per week, 39 weeks per year**

**HLTA Pay Scale - £25,409 – £27,852 FTE (£20,391 - £22,351 Pro rata)**

QEGSMAT are seeking to appoint an enthusiastic Higher Level Teaching Assistant to join our hardworking and high achieving team at Castle View Primary School and Nursery, Matlock.

The successful applicant will be hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on their own initiative, dealing with any unexpected challenges as they arise. They will have a willingness to participate in further training and development opportunities offered by the school and QEGSMAT

At Castle View Primary School, we seek to provide the highest standard of education for all pupils in our care. We strive to instil in our pupils an enjoyment and thirst for learning so that they can fulfil their potential.

Castle View Primary School is an inclusive, caring school where every child matters, we recognise that all children have talents and abilities to celebrate, and a part of our role is to help them discover and develop these. We encourage a strong community spirit, where we show consideration and respect for each other; understand differences, and uphold kind, well-mannered behaviour.

Our school value 'Exceeding Expectations, Raising Aspirations' embodies our whole school ethos. We want our children to have high aspirations and to believe in themselves. We will ensure that all our children learn effectively, not only so they achieve as well as they can right across the curriculum, but also so, they learn about themselves and others. We will do all we can to ensure our pupils are confident, aspirational, and empowered to participate successfully at an academic, social and emotional level in a rapidly changing world.

We value the partnership that exists between parents, children, staff and governors and strongly believe that by working together we ensure the children at our school experience the best possible start in life.

Castle View Primary School and Nursery is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01628 582699. Further details about our school can be found on our website: [www.castleviewmatlock.com](http://www.castleviewmatlock.com)

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications: 14<sup>th</sup> November 2023**

**Interview date: 20<sup>th</sup> November 2023**

**Salary: HLTA Pay Scale - £25,409 – £27,852 FTE (£20,391 - £22,351 Pro rata)**

**Potential Start date: ASAP**



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Scale:</b>	<b>HLTA Pay Scale</b>
<b>Disclosure Level:</b>	<b>Child Workforce – Enhanced, Child Barred List</b>

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### **Purpose:**

The post holder will support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed teaching and learning.

This involves working in conjunction with the teacher to prepare curriculum content to work with one or more class teachers and cover classes in the absence of the class teacher. This would also include monitoring, assessing, recording and reporting on pupil development, progress and attainment.

The post holder will be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher to the class or group. H/she will operate with a high level of delegated authority under an agreed system of supervision.

### **Duties and Responsibilities:**

#### **Support for Pupils:**

- To cover and lead class teaching (under supervision) as and when appropriate.
- Direct the work, where relevant, of other adults in supporting learning
- Under the direction of a qualified teacher: Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present) using detailed knowledge, experience, specialist skills and training.
- Establish productive working relationships with pupils acting as a role model and setting high expectations.

**Support for the Teacher:**

- Organise and manage appropriate learning environment and resources.
- Under an agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities/work plans as appropriate.
- Undertake more complex marking of planned work.
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within the school's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Co-ordinate and organise pupils attending extracurricular activities/work experience or other out of school activities.

**Support for the Curriculum:**

- Under the direction of a qualified teacher:
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Contribute to curriculum planning, evaluation and implementation.
- Use ICT effectively to support learning activities.
- Contribute to development of school policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

**Support to School:**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be involved in and contribute to whole school policy development.
- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.

- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.



## PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>• Meet HLTA standards or equivalent qualification and experience.</li> <li>• Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent.</li> <li>• NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification).</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional training.</li> </ul>	Application Interview
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice including school performance management policies.</li> <li>• A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery.</li> <li>• In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.</li> <li>• Understanding of principles of child development and learning processes.</li> <li>• Ability to plan effective actions for pupils at risk of underachieving.</li> <li>• Have experience of, or demonstrate the ability to manage a team, including the monitoring,</li> </ul>		Application Interview

	<p>evaluation and prioritisation of others' work.</p> <ul style="list-style-type: none"> <li>• Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff.</li> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology – video, photocopier.</li> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Excellent communication skills.</li> </ul>		
Experience	<ul style="list-style-type: none"> <li>• Good experience of working to support children's learning, gained in a relevant environment.</li> </ul>		Application Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Team Worker</li> <li>• Commitment to high standards, equality of opportunity and continuous improvement</li> <li>• Be passionate about children's learning and to motivate and inspire them</li> <li>• Positive attitude</li> <li>• Willingness to be involved in communities/extra curriculum activities</li> <li>• Competent and confident with ICT</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Ability to plan and deliver a creative and balanced curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be involved in communities/extra curriculum activities</li> </ul>	Interview